DOCUMENT RESUME

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ABSTRACT

This annotated listing of curriculum materials for Trade and Industrial Occupations provides planners, administrators, vocational educators, and others with information as to available curriculum materials developed by the various States. The materials are identified with the instructional titles and codes from the classification system of the Office of Education, which are refined to include one or more related subtitles with appropriate codes. The curriculum materials in this listing concern the following subject areas: Air Conditioning; Appliance Repair; Automotive Services; Aviation Occupations; Business Machine Maintenance; Commercial Art Occupations; Commercial Photography Occupations; Construction and Maintenance Trades; Custodial Services; Diesel Mechanic; Drafting; Electrical Occupations; Electronics Occupations; Fabric Maintenance Services; Foremanship, Supervision, and Management Development; Graphic Arts Occupations; Maritime Occupations; Metalworking; Metallurgy; Personal Services; Public Service Occupations; Quantity Food Occupations; Small Engine Repair, Internal Combustion; Stationary Energy Sources Occupations; Textile Production and Fabrication; Upholstering; Woodworking Occupations; and Trade and Industrial Occupations, Other. Occupational resource material that applies to all vocational areas is listed under Administrator's Student's Teacher's Resource. Instructions for ordering are given. (For related documents, see ED 057 269-274). (DB)

ED 057 268

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education
Bureau of Adult, Vocational and Technical Education
Division of Vocational and Technical Education

CURRICULUM MATERIALS FOR TRADE AND INDUSTRIAL OCCUPATIONS

Annotated listing of materials available from public education agencies

Separate listings in the following areas are available upon request:

- Agriculture
- Distributive Education
- Health Occupations Education
- Home Economics
- Office Occupations
- Technical Education

Requests for materials should be sent to the appropriate State source.

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AA-000761

71(TI)

EXPLANATION OF CODING SYSTEM

In recent years it has become apparent that a strong relationship exists between the world of education and the world of work. Emphasis is on the concept that the development of our human resources is vital to the well-being and growth of our society. In order to implement this belief, leaders in all fields have focused their attention on education and especially on vocational education.

This annotated listing of curriculum materials is provided in order to apprise planners, administrators, vocational educators, and others interested in offering or involved in vocational education programs of the available curriculum materials developed by the various States.

The curriculum materials have been identified with the instructional titles and codes from the classification system of the Office of Education. These titles and codes link vocational education programs to occupations. Utilizing the codes in this listing relates the curriculum materials to the instructional program. Seven major vocational education areas are identified in separate listings and coded as follows:

01 Agriculture
04 Distributive Education
07 Health Occupations Education
09 Home Economics
14 Office Occupations
16 Technical Education
17 Trade and Industrial Occupations

The items are refined to include one or more related subitems as indicated in the following example:

First 2-digit position: subject matter area
Example: 14 OFFICE OCCUPATIONS

Second 2-digit position: principal segment of subject matter
Example: 14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS

Third 2-digit position: division of principal segment
Example: 14.0202 PERIPHERAL EQUIPMENT OPERATORS

Fourth 2-digit position: first level detail of division of principal segment
Example: 14.020201 KEY PUNCH AND CODING EQUIPMENT OPERATORS

The coding system is contained in:
U.S. Department of Health, Education, and Welfare, Office of Education. Vocational Education and Occupations (OE-80061). Washington: U.S. Government Printing Office, July 1969.

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17. TRADE AND INDUSTRIAL OCCUPATIONS

Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

AIR CONDITIONING: 17.01
Cooling: 17.0101
ALABAMA

Air Conditioning and Refrigeration. Study Guide, 1969, 100 pages, $2.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

_________. Answer Book. 1969, 103 pages, $1.75, Mimeo.

NEW JERSEY

Electricity in Refrigeration and Air Conditioning - I. Student's Manual, 1970, 248 pages, $2.50, Offset.

This is the first part of a student's manual in refrigeration electricity. Contains nine units with titles such as shop adjustment, safety, compressors, electric power, capacitors, and relays.

Electricity in Refrigeration and Air Conditioning - II. Student's Manual, 1968, 180 pages, $2.50, Offset.

This second part of a student's manual has 11 units. The units are entitled: Temperature and Pressure Controls, Time Controls, Solenoids, Safety Switches, Magnetic Starters, Wiring Circuits, Three Phase Wiring, Electrical Tests, Terminal Identification, Trouble Shooting and Instruments.

TEXAS (U.T.)

Refrigeration and Air Conditioning - Study Guide and Unit Tests. Student's Guide, 1969, 19 units, 106 assignments, $5.45, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

_________. Answer Book. 1969, $2.50, Offset.

Air Conditioning, Other: 17.0199
MISSISSIPPI

Vocational Refrigeration, Air Conditioning and Heating. Teacher's Guide, 1969, 187 pages, $2.00, Offset.

Content is sufficient to provide 2160 hours of instruction spread over 2 years. Organization provides for related instruction being given preceding the application by the trainee in the shop. There are 19 blocks into which the instruction is organized including such areas as fundamentals of electricity, refrigeration and air conditioning, controls, metering devices, comfort control, special applications and many more.

NEW JERSEY

Basic Comfort Heating Principles. Student's Manual, 1968, 140 pages, $2.00, Offset.

This is a first year book that introduces the physical and psychological aspects of comfort heating. Covered are basic design theory including heat units, air motion characteristics, load calculations, and heat transmission. The student is provided with opportunities to calculate the heating load of structure. Charts and supplementary materials are available in the appendix.

APPLIANCE REPAIR: 17.02

Electrical Appliances: 17.0201

ALABAMA

Home Appliance Service. Study Guide, 1968, 78 pages, $1.50, Mimeo. (Cooperative Training).

Contains 61 assignment sheets for student's use in Industrial Cooperative Training.

________. Answer Book. 1968, 56 pages, $1.00, Mimeo.
________. Job Tests. 1968, 61 pages, $1.00, Mimeo.
________. Job Test Answers. 1968, 21 pages, $.50, Mimeo.

LOUISIANA

Appliance Repair. Unit I - Tools. Student's Manual, 1968, 98 pages, $2.00, Offset.

The manual deals with the tools used by the appliance repairmen. There are related study assignments and jobs contained in the publication.

________. Unit II - Basic Electricity. Student's Manual, 1968, 126 pages, $2.00, Offset.

The basic electricity manual contains seven jobs and nine related study assignments. Topics covered include electricity, magnetism, compound D.C. circuits, Ohm's law and the like.

________. Units III, IV, V and VI - Minor Appliances. Student's Manual, 1968, 43 pages, Offset.

Unit III contains related study assignments and jobs covering toasters, grills and waffle makers, steam irons, coffee makers and miscellaneous heater-type appliances. Unit IV deals with universal motors, split phase motors, capacitor-start and capacitor-run motors and many more. Unit V covers mixers and blenders, fans and blowers, vacuum cleaners and polishers and others. Unit VI deals with code regulations, motors and motor circuits and trouble shooting home wiring.

__________. Units VII and VIII - Major Appliances. Student's Manual, 1968, 113 pages, $2.00, Offset.

Topics covered include (related study assignments and jobs) cut and bend copper tubing, refrigeration systems, compressor construction, electrical circuit controls, domestic hermetic systems, domestic refrigeration systems and similar items.

__________. Units I - VIII - Test Book. Student's Manual, 1968, 74 pages, $12.00 for the complete set of 8 units and test and answer book.

Contains test sheets for related study assignments.

__________. Units I - VIII - Answer Book. Teacher's Manual, 1968, 25 pages, priced with the set, Offset.

Contains answers for the teacher to evaluate student's performance in the course.

MISSOURI

Electrical Appliance Servicing. Study Guide, 1966, 162 pages, $1.50, Mimeo. (Cooperative Training).

Contains 21 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1966, 23 pages, $.50, Mimeo.

Electrical Appliance Servicing Group Instruction. Student's Manual, 1966, 75 pages, $1.50, Mimeo.

Prepared for teaching on a group or class basis in a trade preparatory program. Contains introductory material, 21 assignment sheets, and one information sheet. References and questions are included.

__________. Instructor's Guide, 1968, 10 pages, $.50, Mimeo.

Contains key to questions and suggested visual aids for each assignment in the student's manual.

TEXAS (U.T.)

Appliance Servicing - Study Guide and Unit Tests. Student's Guide, 1971, 11 units, 45 assignments, Price on request, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1968, Price on request, Offset.

TEXAS (A&M UNIV.EES)

Major Appliance Repair. Course Outline, 1970, 299 pages, $3.00, Offset.

Contains first and second year units of instruction covering both gas and electric heating and laundry appliances. Kitchen aids such as dishwashers and disposals are included in the outline as are domestic refrigeration appliances.

WEST VIRGINIA

Appliance Repair. Instructor's Guide, 1966, 18 pages, $1.25, Mimeo.

An instructional outline divided into 17 topics, on the basic skill and technical information taught in the course. For use with classes at the secondary and adult level. Contains a bibliography, list of service manuals, equipment and tool list, and a suggested facility layout.

AUTOMOTIVE SERVICING: 17.03

Body and Fender: 17.0301

ALABAMA

Auto Body and Fender Repair. Study Guide, 1966, 90 pages, $1.25, Mimeo. (Cooperative Training).

Contains 72 assignment sheets for student's use in Industrial Cooperative Training.

__________. Answer Book. 1966, 58 pages, $1.00, Mimeo.
__________. Job Tests. 1966, 67 pages, $1.00, Mimeo.
__________. Job Test Answers. 1966, 17 pages, $.75, Mimeo.

CALIFORNIA

Automobile Body Repair. Workbook, 1970 (Revised), 252 pages, $2.75, Offset. (Apprenticeship).

The workbook designed for use in related instruction courses for apprentices contains 10 units and 52 instructional topics.

__________. Testbook. 1970 (Revised), $2.25, Offset.
__________. Examination. 1970 (Revised), $.35, Offset.

MISSISSIPPI

Vocational Automobile Body Repair--Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 25 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training, and an outline of related instruction. It also contains references, equipment, and supply list. The course is primarily designed as a high school course requiring 1080 hours of training.

MISSOURI

Auto Body Repair. Student's Guide, 1970, 95 pages, $2.50, Offset. (Cooperative Training).

The guide contains an analysis of the occupation, a series of assignments and a series of information sheets. The assignments deal with the auto body business, welding procedures, refinishing, power tools, frame straightening, fiber-glass body repair and shop procedures.

__________. Instructor's Key. Teacher's Guide, 1970, 23 pages, $1.00, Offset.

Contains suggestions and solutions to problems helpful to the coordinator in conducting group instruction classes for cooperative education trainees.

Auto Body Repair. Study Guide, 1967, 166 pages, $1.50, Mimeo. (Cooperative Training).

Contains 21 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1967, 22 pages, $.50, Mimeo.

NEW JERSEY

Auto Body Refinishing. Student's Manual, 1969, 106 pages, $1.75, Offset.

Contains the refinishing portion of the auto body repair trade. Content is geared to secondary student level. Each lesson is well illustrated. An achievement test is included in each unit.

OHIO

Automotive Body and Fender Repair. Teacher's Guide, 1970, 95 pages, $1.00 plus 25¢ postage and handling, Offset.

These suggested guidelines contain a typical course outline for developing a high school trade and industrial education program at the 11th and 12th grade levels. Topics covered include such items as body construction, metal straightening, filling dents, removing dents, welding and brazing, alignment, glass service and several others.

TEXAS (U.T.)

Auto Body and Fender Repair - Study Guide and Unit Tests. Student's Guide, 1971, 23 units, 60 assignments, Price on request, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1971, Price on request, Offset.

Automobile Refinishing - Study Guide and Unit Tests. Student's Guide, 1968, 8 units, 27 assignments, $3.15, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1968, $1.25, Offset.

Auto Upholstery and Trim - Study Guide and Unit Tests. Student's Guide, 1965, 19 units, 68 assignments, $5.00, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1965, $2.40, Offset.

WEST VIRGINIA

Auto Body Repair. Instructor's Guide, 1964, 30 pages, $1.25, Mimeo.

An outline of instruction of the basic skills and knowledge taught at the secondary school level in auto body repair. It contains a bibliography, a list of instructional aids, equipment and tool lists, and a suggested facility layout.

Mechanics: 17.0302

ALABAMA

Auto Mechanics. Study Guide, 1965, 142 pages, $2.25, Mimeo. (Cooperative Training).

Contains 111 assignment sheets for student's use in Industrial Cooperative Training.

__________. Answer Book. 1965, 108 pages, $2.00, Mimeo.
__________. Job Tests. 1965, 111 pages, $1.25, Mimeo.
__________. Job Test Answers. 1965, 28 pages, $.50, Mimeo.

Volkswagen Mechanics. Study Guide, 1968, 48 pages, $1.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1968, 39 pages, $.50, Mimeo.
__________. Job Tests. 1968, 48 pages, $1.00, Mimeo.
__________. Job Test Answers. 1968, 16 pages, $.50, Mimeo.

CALIFORNIA

Auto Mechanics. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1966 (Revised), 110 pages, $2.00, 7 units, 38 instructional topics, Offset.
__________. Testbook, 1966 (Revised), $2.00, Offset.
__________. Examination, 1966 (Revised), $.35, Offset.

Part II. Workbook, 1968 (Revised), $2.00, Offset.
__________. Testbook, 1968 (Revised), $2.00, Offset.
__________. Examination, 1968 (Revised), $.35, Offset.

Part III. Workbook, 1970 (Revised), $2.50, Offset.
__________. Testbook, 1970 (Revised), $2.00, Offset.
__________. Examination, 1970 (Revised), $.35, Offset.

Part IV. Workbook, 1966 (Revised), 109 pages, $2.00 12 units, 38 instructional topics, Offset.
__________. Testbook, 1966 (Revised), $2.00, Offset.
__________. Examination, 1966 (Revised), $.35, Offset.

INDIANA

Automotive Analysis for Instruction. Instructor's Guide, 1967, 10 pages, $.15, Offset.

The guide contains a complete analysis of the engine components, electrical system, steering and suspension system, clutch, drive line, rear axle, manual transmission, overdrive, lubrication and cooling systems, accessories, brakes, and the automatic transmission.

MISSISSIPPI

Vocational Automotive Mechanics. Teacher's Guide, 1968, 96 pages, $1.50, Offset.

The content is organized to provide 1080 hours of instruction which may extend over a two-year period of school time. The course is divided into 11 blocks covering such items as basic operations, engine rebuilding, fuel systems, electrical systems, power train, steering, braking, and heating and air conditioning systems. A bibliography and an equipment and supply list are also included in this revision as well.

MISSOURI

Auto Mechanics. Study Guide, 1967, 128 pages, $1.50, Mimeo. (Cooperative Training).

Contains 23 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1966, 19 pages, $.50, Mimeo.

Auto Mechanics Group Instruction. Student's Manual, 1967, 75 pages, $1.50, Mimeo.

Prepared for teaching on a group or class basis in a trade preparatory program. Content consists of an analysis of auto mechanics together with 23 assignment sheets, one information sheet, references, and questions.

__________. Instructor's Guide, 1966, 33 pages, $1.50. Mimeo.

Contains supplementary information for each assignment in the student's manual under the following headings: Key to Study Questions, Supplementary Assignments, and Visual Aids.

NEW JERSEY

Basic Automotive Repair - I. Student's Manual, 1965, 152 pages, $2.00, Offset.

For preparatory and extension classes. Content is divided into ten units under headings as: Safety, Hand Tools, Front Wheel Assemblies, Rear Axle Assemblies, Hydraulic Brake Systems, Propellor or Drive Shaft, Transmission Removal, Clutch Assembly, Steering Assembly, and Lubrication. The units are further broken down into 49 lessons. An achievement test is included for each unit.

The Internal Combustion Engine (Gasoline Engine). Student's Manual, 1966, 84 pages, $1.50, Offset.

Contains a series of lessons designed to develop knowledge of the gasoline internal combustion engine, for use in day trade preparatory classes. The content is divided into units of instruction. Each unit has a number of lessons, indicated in brackets, as follows: 1- Engine fundamentals (7); 2 - valve systems (5); 3 - cylinder heads (5); 4 - engine block (5); 5 - pistons, rings and connecting rods (3); 6 - camshaft and bushings (2); 7 - crank shaft and bearings (3); 8 - timing chain, gears, and flywheel (3); 9 - lubricating systems (3); 10 - cooling systems (5).

Physics and Chemistry for the Automotive Trades. Student's Manual, 1967, 244 pages, $2.25, Offset.

For use in preparatory and extension classes. Content is divided into seven units under headings as: Introduction to Physical Science, Matter and Its Properties, Mechanics, Heat, Electricity, Sound, and Light. Pertinent subject matter is included in each unit and supplemented with experiment sheets. Well illustrated.

NEW YORK

Automotive Service Occupations. Teacher's Guide, 1968, 46 pages, $.75, Offset.

Content consists of a suggested outline of services and levels for the automotive industries occupations. The material will be useful to teachers in selecting the scope and depth of their instructional program. Two broad areas covered in the content are the power plant and the chassis.

OHIO

Automotive Mechanics. Teacher's Guide, 1970, 126 pages, $1.00 plus 25¢ postage and handling. Offset.

The guide contains typical course outlines for both grades 11 and 12 and has other relevant items helpful in preparing a course of study in high school trade and industrial education programs.

TENNESSEE

V.I.P. Communications Curriculum for Auto Mechanics. Curriculum Guides, 1970, 10 Units of Instruction, $9.00, Offset.

The 10 communication skills units include vocationally-related materials needed to develop basic communication skills. Each unit is based upon the auto mechanics' occupations and contains at least 15 individual assignment sheets.

The material has been developed for use at the secondary school level. Students may progress at their own individual learning rate.

Unit I - Do You Get The Point?

Twenty assignments; deals with the automobile engine and is a motivating device for units to follow; programmed learning approach utilized.

Unit II - Parts of Speech.

Thirty-five assignments; well-coordinated content based upon the automobile and English as required in school; the unique approach should hold the interest of most students.

Unit III - Subject and Verb Agreement.

Twenty-one assignments; cars as the subject matter content make the English lessons attractive.

Unit IV - Writing Complete Sentences, Thoughts, or Ideas.

Nine assignments.

Unit V - Capital Letters.

Ten assignments.

Unit VI - End Marks and Commas.

Fourteen assignments.

Unit VII - Other Punctuation Marks.

Ten assignments.

Unit VIII - Letter Writing.

Ten assignments - friendly letters; nine assignments - business letters. This Unit has a unique and friendly approach that helps the learners develop skills, using familiar material related to an automobile or his car.

Unit IX - Verb Usage.

Fifteen assignments.

Unit X - Parts of a Sentence.

Twenty assignments.

TEXAS (U.T.)
Automobile Mechanics - Study Guide and Unit Tests. Student's Guide, 1970, 14 units, 87 assignments, $5.00, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1970, $2.50, Offset.

Automotive Machinist - Study Guide and Unit Tests. Student's Guide, 1966, 20 units, 95 assignments, $7.70, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1966, $2.40, Offset.

Specialization, Other: 17.0303
ALABAMA
Auto Service Specialist. Study Guide, 1967, 91 pages, $1.50, Mimeo. (Cooperative Training)

Contains 72 assignment sheets for student's use in Industrial Cooperative Training.

__________. Answer Book. 1967, 70 pages, $1.00, Mimeo.

CALIFORNIA

Auto Parts Man. Workbook, 1967 (Revised), 157 pages, $2.00, 6 units, 20 instructional topics, Offset. (Apprenticeship).

The workbook is designed for use in related instruction courses for apprentices.

__________. Testbook. 1967 (Revised), $1.00, Offset.
__________. Examination. 1967 (Revised), $.35, Offset.

NEW JERSEY

Basic Auto Air Conditioning. Student's Manual, 1970, 150 pages, $2.00, Offset.

The manual is useful in courses where the shop instructor also teaches the related theory. Fifteen units deal with such basic principles as identification and explanation of system components, repair and service procedure, and many more. A glossary of terms and achievement tests are also provided in the book.

Wheel and Steering Alignment. Student's Manual, 1968, 90 pages, $1.50, Offset.

Units presented are: camber, steering axis inclination, tow, tracking and wheel balance, and steering alignment. Lessons are presented in a how-to-do-it fashion. The language is clear and simple. There is a technical vocabulary section for trade terms. Almost all the lessons are illustrated. Each lesson has an assignment question section.

TEXAS (U.T.)

Automotive Electrician. Student's Guide, 1971, 49 assignments, Price on request, Offset. (Cooperative Training).

The guide includes assignments and unit tests. An answer book is available to aid the coordinator in assessing student's progress.

__________. Answer Book. Teacher's Manual, 1971, Price on request, Offset.

Brake and Wheel Alignment. Student's Guide, 1971, 39 assignments, Price on request, Offset. (Cooperative Education).

Content includes assignments and unit tests designed for cooperative trainees. The answer book helps the coordinator evaluate progress on the job as well as in the classroom.

__________. Answer Book. Teacher's Manual, 1971, Price on request, Offset.

Automotive Services, Other: 17.0399

ALABAMA

Servicing Carburetor Air Cleaners. Student's Workbook, 1966, $.45, Offset.

Programmed material designed for students who are educationally handicapped. Sets forth in clear concise terms the steps in servicing an air cleaner, names of parts, and types of cleaners in common use. Illustrated. An answer book, a pre-test and post-test are included.

Shop Safety. Student's Workbook, 1966, 31 pages, $.50, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student to learn safe shop practices with reference to automotive servicing and repair. Illustrated. An answer book is included.

Tire Recapping, Retreading and Tube Repairing. Study Guide, 1970, 72 pages, $1.50, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1970, 46 pages, $1.00, Mimeo.

TEXAS (U.T.)

Automotive Partsman - Study Guide and Unit Tests. Student's Guide, 1964, 4 divisions, 8 units, 58 assignments, $3.15, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1964, $1.55, Offset.

AVIATION OCCUPATIONS: 17.04

Aircraft Maintenance, Other: 17.040199

CONNECTICUT

Progress Record, Theory Outline and Job Assignment Plan Book - Airframe and Powerplant Course. Instructor's Manual, 1969, Free, Printed.

The manual contains such details as a plan book, progress record and attendance report. There is also an airframe and powerplant theory outline to guide the instructor with his teaching.

BUSINESS MACHINE MAINTENANCE: 17.06

ALABAMA

Office Machine Repair. Study Guide, 1970, 107 pages, $2.25, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1970, 74 pages, $1.75, Mimeo.

COMMERCIAL ART OCCUPATIONS: 17.07

Commercial Art Occupations, Other: 17.0799

TEXAS (U.T.)

Commercial Artist. Student's Guide, 1969, 59 assignments, $5.85, Offset. (Cooperative Training).

Contains 9 units for a total of 59 assignments. Coordinator's answer book is available.

__________. Answer Book. Teacher's Manual, 1969, $2.95, Offset.

COMMERCIAL PHOTOGRAPHY OCCUPATIONS: 17.09

Photographic Laboratory and Darkroom Occupations: 17.0901

TEXAS (U.T.)

Photography. Student's Manual, 1969, 47 assignments, $3.75, Offset. (Cooperative Training).

This manual deals with photography as an employment source. The assignments are grouped under 20 units. The answer book is intended for use by the coordinator in evaluating student's performance and success.

__________. Answer Book. Teacher's Manual, 1969, $2.50, Offset.

Commercial Photography Occupations, Other: 17.0999

ALABAMA

Photography. Study Guide, 1966, 147 pages, $2.25, Mimeo. (Cooperative Training).

Contains 86 assignment sheets for student's use in Industrial Cooperative Training.

__________. Answer Book. 1966, 136 pages, $2.00, Mimeo.

CONSTRUCTION AND MAINTENANCE TRADES: 17.10

Carpentry: 17.1001

CALIFORNIA

Carpentry. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Vol. 1. Workbook, 1968 (Revised), 314 pages, $3.00, 5 units, 47 instructional topics, Offset.
__________. Testbook, 1968 (Revised), $2.00, Offset.
__________. Examination, 1968 (Revised), $.35, Offset.

Vol. 2. Workbook, 1970 (Revised), $3.00, Offset.
__________. Testbook, 1969 (Revised), $2.00, Offset.
__________. Examination, 1970 (Revised), $.35, Offset.

Vol. 3. Workbook, 1970 (Revised), $2.50, Offset.
__________. Testbook, 1970 (Revised), $2.00, Offset.
__________. Examination, 1970 (Revised), $.35, Offset.

Vol. 4. Workbook, 1959, $2.00, Offset.
__________. Testbook, 1959, $2.00, Offset.
__________. Examination, 1959, $.35, Offset.

Transparency Kit. 99 per set, $15.00.
Frame Kit. 40 per set, $5.00.

INDIANA

Carpentry - Building Trades Area. Curriculum Guide, 1965, 105 pages, $.60, Mimeo.

Developed for instructor's teaching resident type of construction. Contains 19 units of instruction, a bibliography, and a suggested list of tools and machines.

MISSISSIPPI

Vocational Carpentry - Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 35 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training, and an outline of related instruction. It also contains references and an equipment list. Course is primarily designed as a high school course requiring 1080 hours of training.

MISSOURI

Carpentry. Student's Guide, 1968, 154 pages, $2.50, Offset. (Cooperative Training).

The content includes an analysis of the carpentry trade and the related information assignments to be completed in school.

The individual assignments total 33 and cover such topics as the essential preparations for building a house, the lumber industry, interpretation of plans, methods of framing, interior trim and its application and similar items of concern to carpenters.

__________. A Key to Questions. Teacher's Guide, 1968, 26 pages, $1.00, Offset.

Contains answers helpful to the coordinator in evaluating student learning.

NEW JERSEY

Carpentry I - House Framing. Student's Manual, 1966, 190 pages, $1.75, Offset.

For preparatory and extension classes. The content is divided into ten units under titles: Sill Construction; Girders and Columns; Header, Joists, and Bridging; Framing Floor Openings; Sub-Flooring; Exterior Wall Framing; Interior Partitions; Ceiling Joists and Roof Construction; Special Framing Problems; and Safety. Appendices include a glossary of terms, bibliography, tests, and a final examination.

OHIO

Carpentry. Teacher's Guide, 1970, 81 pages, $1.00 plus 25¢ postage and handling. Offset.

This guide provides suggestions for developing a high school trade and industrial program. In addition to a description of the program, shop and equipment layout and the like, the course outlines the units of instruction, and skills to be taught and the related technology of the trade.

SOUTH CAROLINA

Building Construction Equipment Transparencies. Teacher's Resource, 1970, 20 transparencies, $3.75, *Offset.

The transparencies are clear line drawings with the major machine parts named. They are nicely packaged with a protective sheet between each transparency. Assembled in a file folder with a printed tab, the packet is ready for filing and immediate use.

Note: * All transparencies are unframed and printed by offset press on 8½x11-inch three Mil Trycite, a Dow Chemical Company plastic product.

Building Construction Programs. Curriculum Guide, 1970, 91 pages, $1.75, Offset.

This curriculum guide is developed to aid the teacher in offering an effective instructional program. It suggests seven steps that will help in teaching the course. The guide serves as a basic framework upon which to develop an instructional program. It should make the job of the teacher easier because it contains a complete outline of the construction area and the resources for developing teaching materials for student use.

TEXAS (A&M - VIS)

Building Trades. Basic Course Outline. 1970 (Revised), 97 pages, $1.50, Offset.

Content covers basic skills and technical information to be taught in the first and second years of the trade preparatory program. The material is arranged under the following headings: Content, information and skills to be taught, suggestions on teaching skills and information and sources of information. A bibliography and an audio-visual aid list are included.

TEXAS (U.T.)

Carpentry - Study Guide and Unit Tests. Student's Guide, 1967, 11 units, 65 assignments, $5.35, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1967, $3.15, Offset.

WEST VIRGINIA

Building Construction. Instructor's Guide, 1964, 37 pages, $1.25, Mimeo.

For secondary and adult education classes. Contains a course outline of 14 units of instruction covering four semesters of work at the secondary school level. Includes a bibliography, a list of instructional aids, tool and equipment lists, costs, and a shop layout with specifications.

Electricity: 17.1002

ALABAMA

Electrical Wireman. Study Guide, 1968, 109 pages, $2.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1968, 86 pages, $1.50, Mimeo.

CALIFORNIA

Electric Wiring. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1967 (Revised), 279 pages, $3.00, 7 units, 29 instructional topics, Offset.
__________. Testbook, 1967 (Revised), $2.00, Offset.
__________. Examination, 1967 (Revised), $.35, Offset.

Part II. Workbook, 1969 (Revised), 138 pages, $2.50, 5 units, 31 instructional topics, Offset.
__________. Testbook, 1969 (Revised), $2.00, Offset.
__________. Examination, 1969 (Revised), $.35, Offset.

Part III. Workbook, 1965 (Revised), 270 pages, $2.50, 5 units, 41 instructional topics, Offset.
__________. Testbook, 1965 (Revised), $2.00, Offset.
__________. Examination, 1965 (Revised), $.35, Offset.

Part IV. Workbook, 1971 (Revised), 107 pages, $2.50, 4 units, 34 instructional topics, Offset.
__________. Testbook, 1971 (Revised), $2.00, Offset.
__________. Examination, 1971 (Revised), $.35, Offset.

MISSOURI

Electrical Construction (Interior Wiring). Study Guide, 1967, 106 pages, $1.50, Mimeo. (Cooperative Training).

Contains 18 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1966, 16 pages, $.50, Mimeo.

OHIO

Construction Electrician. Curriculum Guide, 1968, 80 pages, $1.50 plus 25¢ postage and handling, Offset.

The guide provides suggested guidelines for developing a high school trade and industrial education program for the 11th and 12th grades. Topics covered include such items as a description of the construction electrician program, equipment lists, course length, time schedule, advisory committee information and the like.

SOUTH CAROLINA

Electricity for Trades and Industry. Teacher's Resource, 1970, 64 transparencies and paper copies, $10.00, Offset*.

The transparencies are professionally prepared and have tremendous potential for the teacher of electricity. The paper copies are useful in preparing tests, bulletin board items, displays and the like. Most items usually shown through the use of diagrams in the teaching of electricity are included in this set of transparencies.

Note: * All transparencies are unframed and printed by offset press on 8½x11-inch three Mil Trycite, a clear plastic.

TEXAS (U.T.)

Residential Wiring. Student's Guide, 1970, 34 assignments, $4.40, Offset. (Cooperative Training).

The student's material is prepared under eight unit headings giving wide diversity to the 34 assignments. The answer book is available to coordinators.

__________. Answer Book. Teacher's Manual, 1970, $2.00, Offset.

Heavy Equipment Construction: 17.1003

CALIFORNIA

Heavy Duty Equipment - Operating Engineers. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1965, 115 pages, $1.50, 8 units, 17 instructional topics, Offset.
__________. Testbook, 1965, $.50.

Part II. Workbook, 1965, 93 pages, $1.50, 8 units, 16 instructional topics, Offset.
__________. Testbook, 1965, $.50.

Maintenance, Heavy Equipment: 17.100301

ALABAMA

Tractor, Diesel and Farm Machinery Mechanic. Study Guide, 1968, 103 pages, $2.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 87 pages, $1.00, Mimeo.

Masonry: 17.1004

ALABAMA

Estimating Brick Courses. Student's Guide, 1966, 19 pages, $.40, Offset.

Contains a programmed lesson on estimating the number of brick courses to erect specific wall heights. Answers to the problems are included in the publication.

Mixing Mortor. Student's Workbook, 1966, 29 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. Objectives are to enable the learner to develop the knowledge of and some skill in the fundamental operations involved in mixing mortar. Illustrated. An answer book, a pre-test, and a post-test are included.

CALIFORNIA

Cement Masons. Workbook, 1968 (Revised), $2.75, Offset. (Apprenticeship).

The workbook is designed for use in related instruction courses for apprentices.

__________. Testbook, 1968 (Revised), $2.50, Offset.
__________. Examination, 1968 (Revised), $.35, Offset.

MISSISSIPPI

Vocational Bricklaying - Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 25 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training, and an outline of related instructions. It also contains references, equipment and supply list. The course is primarily designed as a high school course requiring 1080 hours of training.

NEW JERSEY

Basic Estimating for Masons. Student's Manual, 1964, 121 pages, $1.50, Offset.

For students in day preparatory classes. The purpose of this book is to assist the student to learn some basic estimating incident to the masonry trade. The material covered is divided in 12 types of masonry construction. Illustrations of the types of construction presented are footings, face brick, stone veneer, and glass blocks. Detailed information sheets are developed for the 12 types of masonry construction. These topic sheets are supplemented with a series of "Plans" and "Assignment Sheets." A "Table of Quantities" and "Answers" to problems on the assignments are included.

OHIO

Bricklaying I. Student's Manual, 1963, 136 pages, $1.60 plus 25¢ postage and handling, Offset.

Content includes assignments and related information in such areas as blueprint reading, layout, joints, bonding, block, tile, cavity walls and similar material.

__________. Answer Book. Teacher's Manual, 1968, 50 pages, $.65 plus 25¢ postage and handling, Offset.

Answers helpful in evaluating student understanding of the information and the on-the-job experiences are contained in a booklet of handy size for the instructor's use.

Bricklaying II. Student's Manual, 1969 (Reprint), 156 pages, $2.00 plus 25¢ postage and handling, Offset.

The manual contains such assignments as fireplaces, chimneys, glass block, stone work and the like. There are also assignments on blueprint reading, estimating and many more.

__________. Answer Book. Teacher's Manual, 1964, 33 pages, $.65 plus 25¢ postage and handling.

Answers to the problems in the student's manual have been developed as an aid to the bricklaying instructor in checking student's progress in the given assignments.

Painting and Decorating: 17.1005

CALIFORNIA

Painting and Decorating. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1967, 191 pages, $2.00, 6 units, 44 instructional topics, Offset.
__________. Testbook, 1967, $2.00, Offset.
__________. Examination, 1967, $.35, Offset.

Part II. Workbook, 1969 (Revised), $2.00, Offset.
__________. Testbook, 1969 (Revised), $2.00, Offset.
__________. Examination, 1969 (Revised), $.35, Offset.

Part III. Workbook, 1961 (Revised), $1.75, Offset.
__________. Testbook, 1961 (Revised), $1.75, Offset.
__________. Examination, 1961 (Revised), $.35, Offset.

MISSOURI

Painting and Decorating. Study Guide, 1966, 100 pages, $1.50, Mimeo. (Cooperative Training).

Contains 13 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1966, 17 pages, $.50, Mimeo.

NEW JERSEY

Art and Design for Painters - 1. Student's Manual, 1969, 111 pages, $1.50, Offset.

This opening volume in a series of three manuals begins with a unit of drawing instruments, proceeds to a unit on lettering. Covered in the text are such principles of design as rhythm, discord, balance, simplicity proportion and types of design.

__________. 2. Student's Manual, 1969, 99 pages, $1.50, Offset.

The theory of color, harmony of color and the effect of color open this volume. There are included units on ornaments and stencils. The information is presented as individual lessons with illustrations for each lesson.

__________. 3. Student's Manual, 1969, 99 pages, $1.50, Offset.

Lettering, color schemes, and architectual blueprint reading are included in this text. An advanced lettering unit introduces and develops Gothic, Roman and Old English lettering. Color, including commercial safety color systems is dealt with. The architectual blueprint reading concentrates on the items a painter would be required to read when being involved in construction work.

__________. 4. Student's Manual, 1969, 89 pages, $1.50, Offset.

Contained in this volume are such topics as the basic rules of layout, sign lettering, basic forms of decoration used by sign painters. There are 32 lessons and 3 unit tests in this manual.

Plumbing and Pipefitting: 17.1007

ALABAMA

Plumbing. Study Guide, 1968, 90 pages, $1.75, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1968, 65 pages, $1.00, Mimeo.

INDIANA

Industrial Technical Mathematics II (For Plumbers). Instructor's Manual, 1963, 24 pages, $.35, Offset.

The material is organized into 16 assignment sheets which are supplemented with tests covering several topics each. The course is designed to follow "Industrial Technical Mathemetics I." For use with trade preparatory and extension classes.

MISSISSIPPI

Vocational Plumbing--Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 23 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training, and an outline related instruction. It also contains references and suggested equipment and supply lists. The course is primarily designed as a high school course requiring 1080 hours of training--30 hours a week, 36 weeks, one-year course; or 15 hours a week, 72 weeks, two-year course.

TEXAS (U.T.)

Plumber. Student's Guide, 1969, 65 assignments, $4.25, Offset. (Cooperative Training).

The assignments in this guide are grouped under 20 unit headings. An answer book is also available.

__________. Answer Book. Teacher's Manual, 1969, $2.25, Offset.

Drywall Installation: 17.1008

CALIFORNIA

Drywall Construction. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1969 (Revised), 325 pages, $3.00, 4 units, 43 instructional topics, Offset.
__________. Testbook, 1969 (Revised), $2.00, Offset.
__________. Examination, 1969 (Revised), $.30, Offset.

Part II. Workbook, 1964 (Revised), 174 pages, $2.00, Offset.
__________. Testbook, 1964 (Revised), $2.00, Offset.
__________. Examination, 1964 (Revised), $.30, Offset.

Glazing: 17.1009

CALIFORNIA

Glazing. Workbook, 1967 (Revised), 360 pages, $3.00, 10 units, 44 instructional topics, Offset. (Apprenticeship).

This workbook was developed for use in related instruction courses for apprentices.

__________. Testbook, 1967 (Revised), $2.00, Offset.
__________. Examination, 1967 (Revised), $.35, Offset.

Roofing: 17.1010

CALIFORNIA

Roofing. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1964, 137 pages, $2.00, 5 units, 20 instructional topics, Offset.
__________. Testbook, 1964, $1.00, Offset.
__________. Examination, 1964, $.35, Offset.

Part II. Workbook, 1967, 271 pages, $2.50, 6 units, 32 instructional topics, Offset.
__________. Testbook, 1967, $2.00, Offset.
__________. Examination, 1967, $.35, Offset.

Construction and Maintenance Trades, Other: 17.1099

ALABAMA

Building Maintenance. Study Guide, 1968, 105 pages, $2.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1968, 88 pages, $1.50, Mimeo.

CALIFORNIA

Floor Covering. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Resilient Coverings. Workbook, 1965, 195 pages, $2.25, 9 units, 38 instructional topics, Offset.
__________. Testbook, 1965 (Revised), $2.00, Offset.
__________. Examination, 1965 (Revised), $.35, Offset.

Part II. Carpeting. Workbook, 1966 (Revised), 105 pages, $2.25, 6 units, 26 instructional topics, Offset.
__________. Testbook, 1966 (Revised), $2.00, Offset.
__________. Examination, 1966 (Revised), $.35, Offset.

Surveying. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part III. Workbook, 1966, 369 pages, $2.50, 9 units, 61 instructional topics, Offset.
__________. Testbook, 1966, $2.00, Offset.

Part IV. Workbook, 1966, 116 pages, $2.00, Offset.
__________. Testbook, 1966, $2.00, Offset.

CONNECTICUT

Glossary of Terms for the Building Trades. Teacher's Manual, 1964, 75 pages, Free, Mimeo.

The definitions contained in the text material follow closely those in standard textbooks and references. The material would be most helpful to cooperative education trainees in the building construction area.

MISSOURI

Building Trades. Student's Guide, 1969, 120 pages, $2.50, Mimeo.

The guide prepared for group instruction use contains assignments in six broad areas: (1) Carpentry, (2) Masonry and Concrete, (3) Electrical Construction, (4) Plumbing and Pipefitting, (5) Plastering, and (6) Painting and Decorating.

__________. Instructor's Guide. Instructor's Manual, 1969, 98 pages, $1.00, Mimeo.

Provides source material for guiding group discussion outlined in the student's manual. It suggests evaluative and instructional procedures helpful to the coordinator in teaching the course.

OHIO

Asbestos Workers. Instructor's Manual. 1970, 369 pages, $5.25 plus 25¢ postage and handling, Offset.

The manual was developed as an aid to apprenticeship training for asbestos workers. Major topical areas covered include orientation, safety, applied mathematics and science, blueprint reading, sheetmetal layout and fabrication, layouts and materials and methods.

__________. Learner's Manual. 1970, 369 pages, $4.15 plus 25¢ postage and handling, Offset.

This learner's manual contains problems and projects which make it a very worthwhile workbook for the trainee. The content is well-organized and illustrated. Topics parallel those described in the instructor's manual.

Building Maintenance Mechanic. Teacher's Guide, 1970, 62 pages, $1.50 plus 25¢ postage and handling, Offset.

Contains suggested guidelines for developing a high school, 11th and 12th grade trade and industrial program. The outline covers typical course content including the mathematics required, safety, hand tools and machine tools of carpentry. Other units include: electricity, sheetmetal, plumbing and similar building trades offerings.

TEXAS (U.T.)

Building Maintenance - Study Guide and Unit Tests. Student's Guide, 1967, 14 units, 75 assignments, $5.35, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1967, $1.95, Offset.

CUSTODIAL SERVICES: 17.11

OHIO

Custodial Training. Learner's Manual, 1966, 165 pages, $2.25 plus 25¢ postage and handling, Offset.

Designed to give building custodians a better understanding of problems involved in providing adequate building services. Presents, in an organized manner, many ideas, practices, and suggestions which have been successfully used in this country. The material included is adaptable for training custodians for any type of building, i.e., office, school, industrial establishment, institution, hotel or public building.

DIESEL MECHANIC: 17.12

MISSISSIPPI

Vocational Diesel-Engine Mechanics--Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 44 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training and an outline of related instruction. References, and an equipment and supply list are included. The course is primarily designed as a high school course requiring 1080 hours of training.

Vocational Heavy Equipment Mechanics. Instructor's Guide, 1967, 65 pages, $2.00, Offset.

The guide is designed primarily as a high school course of study, requiring 2880 hours of training, in maintenance and repair of heavy equipment. The course content is organized in a two-column format, with the trade principles on one, and the practices on the other, under 12 divisions titled: Power Plants, Engine Systems, Drive Trains, Control Systems, Supporting Trade Practices, Undercarriage, Upperworks, Lower Works, Brakes, Air Compressors, Small Equipment, Equipment Operation. A bibliography, and an equipment list are included.

MISSOURI

Diesel Mechanics Individual Study. Student's Guide, 1968, 113 pages, $2.50, Offset. (Cooperative Training).

The guide contains an analysis of the work of the diesel mechanic and a series of assignment sheets for the cooperative education trainee. There are 18 assignments ranging from an introduction to diesel engines to operation, maintenance and trouble shooting.

__________. A Key to Questions. Teacher's Guide, 1968, 23 pages, $1.00, Mimeo.

The key is for the coordinator's convenience in promptly scoring the student's assignment sheets. This provides a ready evaluation of the trainee's progress in the classroom as well as on the job.

DRAFTING: 17.13

INDIANA

Drafting Transparencies Masters. Transparencies, 1964, 205 pages, $2.00, Offset.

The manual contains 42 master transparencies covering orthographic and isometic projection; auxiliary views, sheetmetal developments; pictorial, oblique, and perspective drawings; sections; threads; and mating parts.

LOUISIANA

Blueprint Reading and Sketching. Student's Manual, 1969, 113 pages, $2.00 or priced with the basic welding course at $14.00, Offset.

The course designed for training petroleum industry workers contains three parts. Part I covers sketching and the theory of mechanical drawing. Part II covers pipe layout. Part III contains such supplementary information as blueprint reading terms and definitions, symbols, pipe schedule numbers, and more petroleum worker information.

Vocational Technical Drawing.

A series of six workbooks, each containing three units of instruction, providing a complete vocational-technical drawing course.

Book I. 1966, 169 pages, $2.00, Offset.
Basic history and orientation, lettering and geometric construction.

Book II. 1966, 189 pages, $2.00, Offset.
Dimensioning, single and multiview drawing.

Book III. 1966, 159 pages, $2.00, Offset.
Auxiliary and sectional views, precision dimensioning and tolerancing.

Book IV. 1966, 197 pages, $2.00, Offset.
Screw threads and fasteners, gears and cams, and pictorial drawings.

Book V. 1967, 203 pages, $2.00, Offset.
Technical sketching, welding and architectural drawing.

Book VI. 1967, 234 pages, $2.00, Offset.
Plumbing and piping drawings, heating, ventilating and air conditioning layouts.

MISSISSIPPI

Drafting. Teacher's Guide, 1969, 80 pages, $1.50, Offset.

The first year content outlines the fundamentals, knowledges and skills involved in drafting, drafting media and reproduction. Sheet metal drafting is included for purposes of aiding visualization of plane surfaces. There is also an introductory statement addressed to the instructor, an extensive appendix of helpful items and an example of a lesson plan, a job sheet, and an assignment sheet.

NEW JERSEY

Drafting - I. Student's Manual, 1965, 186 pages, $2.00, Offset.

For use in day preparatory classes. It was prepared to provide instruction in the use of fundamental drafting tools and materials for making working drawings. A suggested list of transparencies is included which must be ordered separately. Content is divided into 13 units under the following titles: Introduction to Freshman Drafting, Line Conventions, Basic Drafting Tools, Lettering, Dimensioning, Orthographic Projection, and Auxiliary Views; these are organized into 30 lessons, some of which are supplemented with information sheets. Standard tables for references are given in the appendix.

Machine Drafting. Student's Manual, 1964, 72 pages, $1.50, Offset.

For students enrolled in preparatory and extension classes. The content is divided into eight units of instruction. Each unit is broken down into several lessons as: Unit 1 - Introduction (4 lessons); Unit 2 - Use of Drawing Instruments (5 lessons); Unit 3 - Drawing Geometric Constructions (6 lessons); Unit 4 - Orthographic Projection (3 lessons); Unit 5 - Tracing (3 lessons); Unit 6 - Dimensioning (4 lessons); Unit 7 - Working Drawings (6 lessons); and Unit 8 - Sectional Drawings (3 lessons). An achievement test is included for each topic.

OHIO

Mechanical Drafting - Suggested Course Outline. Teacher's Guide, 1964, 15 pages, $1.00 plus 25¢ postage and handling, Offset.

The leaflet contains units of instruction in drafting materials and equipment, geometric drawing, lettering, orthographic projection, dimensioning, production and working drawings and many others.

OKLAHOMA

Drafting and Design Technology. Curriculum Guide, 1970, 34 pages, $.50, Offset.

The guide meets the need of establishing a "type" curriculum for a high quality technical program at the post high school level. In addition to several general considerations, the guide contains course outlines in Technical Drafting I and II, Materials of Industry and Manufacturing Processes, and Technical Reporting. Other outlines in the series, it is anticipated, will be developed and released later.

TEXAS (U.T.)

Drafting - Study Guide and Unit Tests. Student's Guide, 1968, 18 units, 80 assignments, $4.00, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1968, $1.95, Offset.

WEST VIRGINIA

Drafting. Instructor's Guide, 1966, 32 pages, $1.25, Mimeo.

For secondary and adult education classes. Contains a course outline divided into 16 units for two years of instruction scheduled on a $\frac{1}{2}$-day basis. A bibliography, an equipment list with estimated costs, and a suggested facility layout are included.

ELECTRICAL OCCUPATIONS: 17.14

Industrial Electrician: 17.1401

ALABAMA

Guide to the VOM. Workbook, 1966, 29 pages, $.65, Offset.

Programmed material designed for students who are educationally handicapped. This lesson is for the purpose of helping the student learn to set and adjust the operating controls of the VOM meter. Illustrated. A special section is included under the title: "How to Set and Adjust the Operating Controls."

Introduction to the VOM. Workbook, 1966, 25 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. A lesson divided into six parts as meter face and pointer, selector or range switch, function switch, circuit jacks, zero controls, and test leads of the common meter. Illustrated. An answer book, a pre-test and a post-test are included.

Recognizing Circuit Symbols - Book I and II (Electrical Edition). Workbook, 1965, Book I - 63 pages, Book II - 75 pages, $1.70, Offset.

Programmed material designed for students who are educationally handicapped. Each booklet contains a single lesson. Well illustrated. Test questions are included and a separate answer book accompanies the workbook.

Using the VOM (Part I - Direct Current Circuits). Workbook, 1966, 21 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This elementary lesson is for the purpose of helping the student learn how to use the meter identified as VOM (Volts - Ohms - Milliameters) in direct current circuits. Illustrated. An answer book, a pre-test, and a post-test are included.

Using the VOM (Part II - Alternating Current Circuits). Workbook, 1966, 24 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. Developed to assist the student to learn how to use this meter (VOM) in alternating current circuits. Illustrated. An answer book, a pre-test and a post-test are included.

Using the VOM (Part III). Workbook, 1966, 19 pages, $.50, Offset.

Programmed material designed for students who are educationally handicapped. Developed to assist the student to learn how to care for the VOM meter and how to use it safely and with accuracy. Illustrated. An answer book, a pre-test and a post-test are included.

INDIANA

Blueprint Reading and Sketching I for Electricians. Instructor's Manual. 1960, 40 pages, $.50, Offset.

Organized into 36 assignment sheets to provide a foundation for advanced blueprint reading in industrial and commercial electrical work. The assignment sheets are arranged under the following headings: subject, remarks and purpose, references, assignment, technical terms, and safety. For use with apprentice, journeyman and technician classes.

NEW JERSEY

Basic Electricity - Direct Current Generators, Motors, and Controllers. Student's Manuel, 1965, 161 pages, $2.00, Offset.

Contains a series of lessons to develop knowledge of the theory and operation of direct current machinery and controllers. For use with day trade preparatory classes. The content is divided into units and each unit broken down into a number of lessons indicated in brackets as follows: 1 - introduction to D.C. machinery (5), 2 - shunt generators (6), 3 - series generators (1), 4 - compound generators (7), 5 - parallel operation (2), 6 - introduction to D.C. motors (4), 7 - D.C. motor manual starters (4), 8 - D.C. shunt motors (4), 9- D.C. series motors (2), 10 - compound motors (4), 11 - automatic motor controls (4). Unit achievement tests are included.

OHIO

Industrial Electrician. Curriculum Guide, 1968, 62 pages, $1.50 plus 25¢ postage and handling, Offset.

The guide contains much helpful information in establishing a high school in the area of the industrial electrician. Content includes such items as a description of the program, equipment needed, operating budget, course length, time schedule, course content, text and references, advisory committee activity and much more.

TEXAS (A&M-EES)

Electrical Trades. Basic Course Outline, 1970 (Revised), 165 pages, $2.00, Offset.

Content covers the basic skills and technical information to be taught during the first and second years of trade preparatory instruction. The material is arranged under the following headings: content, information and skills to be taught, suggestions on teaching information and skills, and sources of information. A bibliography and a list of visual aids are included.

Lineman: 17.1402

OHIO

Electric Lineman Training.

A series of four manuals developed cooperatively by Ohio Electrification Personnel and Rural Electrification Job Training and Safety Instructors throughout the Nation. These manuals when used in an organized lineman training program will result in the progression of a groundman trainee, to groundman first class, to lineman trainee, to lineman second class, and to lineman first class, thus progressively meeting the training requirements in the line craft. Safety and Safe Working procedures are emphasized in all of the manuals.

Series 100. Learner's Manual, 1970 (Revised), 235 pages, $2.75 plus 25¢ postage and handling, Offset.

Contains 45 basic job training procedures and 54 assignment sheets.

__________. Answer Book, 1970, 31 pages, $.85 plus 25¢ postage and handling, Offset.

Series 200. Learner's Manual, 1966, 246 pages, $1.88 plus 25¢ postage and handling, Offset.

Contains 55 job training procedures and 56 assignment sheets.

__________. Answer Book. 1966, 46 pages, $.65 plus 25¢ postage and handling, Offset.

Series 300. Learner's Manual, 1966, 154 pages, $1.50 plus 25¢ postage and handling, Offset.

Contains 21 job training procedures and 29 assignment sheets.

__________. Answer Book. 1966, 35 pages, $.60 plus 25¢ postage and handling, Offset.

Series 400. Learner's Manual, 1966, 209 pages, $1.75 plus 25¢ postage and handling, Offset.

Contains 30 job training procedures and 41 assignment sheets.

__________. Answer Book. 1966, 35 pages, $.65 plus 25¢ postage and handling, Offset.

Motor Repairman: 17.1403

TEXAS (U.T.)

Electric Motor Repair - Study Guide and Unit Tests. Student's Guide, 1971, 16 units, 71 assignments, Price on request, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1971, Price on request, Offset.

Electrical Occupations, Other: 17.1499

ALABAMA

Soldering Leads. Workbook, 1966, 35 pages, $.50, Offset.

Programmed material designed for students who are educationally handicapped. Designed to assist the student learn how to solder leads and to provide actual practice doing the job. Illustrated. A pre-test and post-test are included.

INDIANA

Laboratory Jobs for Electricians. Instructor's Manual, 1963, 18 pages, $.25, Offset.

Material is organized into 18 laboratory jobs arranged under the following headings: subject, objective, references, procedure. For use with apprentice, trade preparatory and extension classes.

National Electrical Code for Electricians. Instructor's Manual, 1962, 60 pages, $.70, Offset.

Content is divided into 19 assignments, supplemented with tests, each test covering the material included in several topics. For use with apprentice, trade preparatory and extension classes.

__________. Instructor's Sheets, 1962, 29 pages, $.25, Mimeo.

Answer sheets for tests in Instructor's Manual.

LOUISIANA

Electrical Diagrams. Instructor's Guide, 1966, 77 pages, $2.00, Offset.

The compendium is designed to be used at any level as a reference for different wiring circuits. Contains diagrams of 20 signal circuits, 26 lighting circuits, 26 industrial control circuits, and 5 appliance circuits.

NEW JERSEY

Basic Electricity - Theory and Practice. Student's Manual, 1964, 207 pages, $2.00, Offset.

Primarily suited for teaching electricity as a related subject in day trade preparatory classes. The content is divided into units. Each unit is broken down into a number of lessons indicated in brackets as follows: 1 - introduction (5), 2 - tools (10), 3 - basic skills (9), 4 - electrical connections (4), 5 - meters (6), 6 - Ohm's law (10), 7 - batteries (6), 8 - bell circuits (10), 9 - annunciators (5), 10 - relays (4), 11 - resistance determination (5), 12 - lead identification (2). Each unit has an achievement test.

Physics for Electrical Construction and Maintenance. Student's Manual, 1965, 272 pages, $2.50, Offset.

For use with day trade preparatory classes. Suitable for use as a textbook for a related physics course offered to electrical trades students. The unit titles are: Introduction to Physics; Matter and Its Properties; Mechanics:

Heat; Light; and Sound. The material in each unit is organized into several "Checking Levels." Each level contains one or more lessons and experiments. In addition, questions for discussion and review are included at each checking level.

Principles of Electric Wiring. Student's Manual, 1969, 243 pages, $2.25, Offset.

Content is prepared for the first year electrical student. Various phases of structural wiring are covered using charts and standards to introduce the theory of the trade. Chapter titles include safety, electrical symbols, tools and many more.

Projects in Electricity - I. Student's Manual, 1965, 184 pages, $1.75, Offset.

Contains a series of projects and related information to provide practical experience for day preparatory classes. The content is divided into divisions. Numbers in brackets indicate the jobs included in the division: introductory material, care and use of tools and equipment, types of wire (8), soldering tools (2), signal wiring (14), appliance grounding, electrical symbols and outlets (11), nonmetallic sheathed cable (6), oil burner circuitry (1), gas burner circuitry (1), service entrance calculations, service entrance equipment, branch circuit overcurrent protection, and installing a service entrance.

OHIO

Basic Instructional Units for the Electrical Trade. Instructor's Manual, 1965, 40 pages, $1.25, Offset.

Contains a suggested course outline for basic electricity and basic electronics to aid the instructor in developing a more complete course of study in these areas. Suggested jobs and problems are included.

OREGON

Electricity-Electronics. Curriculum Guide, 1969, 88 pages, $2.50, Offset.

The content is divided into four semesters. Topics covered fall under the following categories:

Semester I - Circuit Principles.
Semester II - Systems Technology Fundamentals.
Semester III - Systems Technology - Electro-Mechanical Maintenance/Repair.
Semester IV - Job Specialization.

The material is organized around the cluster concept providing the student with several options in job opportunities.

TEXAS (U.T.)

Basic Electricity and Conventional Motor Control Series.

This series is designed primarily for electricians who want to qualify themselves for advanced electrical installation and servicing. Each of the units in this series contains an Assignment Book and an Instructor's Guide. Units 2, 3, and 4 utilize the same textbook. Units 5, 6, and 7 also are keyed to one text. The Instructor's Guide contains Information Sheets, and Examinations.

Unit 1, Basic Mathematics

Assignment Book, 85 pages, $3.00.
Instructor's Guide, 102 pages, $3.00.

Unit 2, Basic Electricity

Assignment Book, 96 pages, $3.00.
Instructor's Guide, 120 pages, $3.00.

Unit 3, Basic Electricity

Assignment Book, 104 pages, $3.00.
Instructor's Guide, 97 pages, $3.00.

Unit 4, Basic Electricity, Alternating Current

Assignment Book, 123 pages, $3.00.
Instructor's Guide, 147 pages, $3.00.

Unit 5, A-C Conventional Magnetic Motor Control, Part I

Assignment Book, 55 pages, $2.75.
Instructor's Guide, 74 pages, $2.75.

Unit 6, A-C Conventional Magnetic Motor Control, Part II

Assignment Book, 90 pages, $2.75.
Instructor's Guide, 103 pages, $2.75.

Unit 7, D-C Magnetic Motor Control

Assignment Book, 121 pages, $3.00.
Instructor's Guide, 122 pages, $3.00.

Commercial Electrician. Student's Guide, 1969, 33 assignments, $3.50, Offset. (Cooperative Training).

Contains study material broadly categorized under five unit headings.

________. Answer Book. Teacher's Manual, 1969, $1.55, Offset.

ELECTRONICS OCCUPATIONS: 17.15

Industrial Electronics: 17.1502

OHIO

Basic Electronics I. Instructor's Guide, 1967, 311 pages, $4.25 plus 25¢ postage and handling, Offset.

One of a series of three manuals which include a Learner's Manual and an Experiment Manual. These manuals were developed to meet the requirements for personnel trained in the fundamentals of industrial electronics. Content consists of 140 lesson plans and is to be used in conjunction with the other two manuals which are organized on the same basis. A bibliography is included.

________. Learner's Manual, 1967, 280 pages, $3.75 plus 25¢ postage and handling, Offset.

Purpose of this manual is to aid the student to carry out assignments in an organized manner. Content consists of 140 study guides. The numbering and subject matter of each guide parallels the arrangement of materials in the other two manuals. Each guide contains specific study directives and references.

________. Experiment Manual, 1967, 386 pages, $4.50, plus 25¢ postage and handling, Offset.

This manual provides the student with the opportunity to develop the skills and knowledge necessary to enter and make progress in the electronics industry. In common with other manuals, the material is arranged in a series of experiments paralleling the subject matter in those manuals.

Industrial Electronics. Curriculum Guide, 1968, 78 pages, $1.50 plus 25¢ postage and handling, Offset.

Contains suggested guidelines for developing a high school trade and industrial education program at the 11th and 12th grades. A description of the program opens the guide and there follows such topics as equipment lists, laboratory layout, operating budget, suggested texts and references and typical course content.

TEXAS (U.T.-PET)

Basic Electronics for the Petroleum Industry. Instructor's Manual, 1965, 367 pages, $5.00, Offset.

Provides instruction necessary to understanding the operation of supervisory control equipment. Reviews fundamentals of electricity, basic electronic circuits, and logic circuits.

TEXAS (U.T.)

Static Control Series. (Cooperative Training).

A series of 5 unit courses designed to assist the student learn to read logic diagrams and to understand the functions of static control elements. These are programmed texts with information sheets supplemented by examples and illustrations.

Unit 9A. Basic Control Functions. Programmed Text, 1964, $5.40, Offset.

Unit 9B. Magentic Amplifiers. Study Guide, 1964, $3.25, Offset.
__________. Instructor's Guide. 1964, $3.25, Offset.

Unit 9C. Remote Control by Industrial Telemetry. Programmed Text, 1965, $6.40, Offset.

Unit 10A. Logical Fundamentals of Digital Computers. Programmed Text, 1967, 347 pages, $7.00, Offset.

Unit 10B. Computerized Process Control. Programmed Text, 1970, 331 pages, $10.50, Offset.

Radio/Television: 17.1503

ALABAMA

Radio and Television Servicing. Study Guide, 1967, 143 pages, $2.25, Mimeo. (Cooperative Training).

Contains 102 assignment sheets for student's use in Industrial Cooperative Training.

__________. Answer Book. 1967, 119 pages, $2.00, Mimeo.
__________. Job Tests. 1967, 110 pages, $1.50, Mimeo.
__________. Job Test Answers. 1967, 26 pages, $.50, Mimeo.

Recognizing Circuit Symbols - Book I and II (Electronics Edition). Student's Workbook, 1965, Book I - 63 pages, Book II - 75 pages, $1.70, Offset.

Programmed material designed for students who are educationally handicapped. Each booklet contains a single lesson. Well illustrated. An answer book to questions as well as a pre-test and a post-test are included.

INDIANA

Basic A-C D-C for Electronics. Instructor's Manual, 1964, 108 pages, $1.00, Offset.

For use with preparatory, extension, and technician training classes. The content is organized under headings as: simple circuits, series and parallel circuits, use of vacuum tube voltmeters, milliameters, signal generators, scopes and other instruments, reactance and capacitance. The course is organized into 34 outlines of lessons. In addition, there are assignment sheets covering the material in the teacher's outlines. A bibliography, tests, and quizzes are included.

Basic Vacuum Tube and Transistor Application for Electronics. Instructor's Manual, 1963, 42 pages, $.75, Offset.

For use with preparatory, extension, and technician training classes. The course is organized into 19 lessons labelled as assignment sheets. The content places emphasis upon audio application and the study of RF, IF, and oscillator circuits. The appendix includes electrical diagrams identified with the lessons and a bibliography.

Electronics - Basic Vacuum Tube and Transistor Theory. Instructor's Guide, 1968 (Revised), 75 pages, $1.00, Offset.

This instructor's guide is divided into 24 lessons, with student assignment sheets for each lesson. The material in each lesson is arranged under the following headings: introduction, references, materials, schematic, procedure, and questions.

MISSISSIPPI

Vocational Radio and Television - Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 40 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training, and an outline of related instruction. It also contains references and a suggested equipment list. The course is primarily designed as a high school course requiring 1080 hours of training - 30 hours a week, 36 weeks, one-year course; or, 15 hours a week, 72 weeks, two-year course.

MISSOURI

Radio and Television Servicing. Study Guide, 1967, 206 pages, $1.50, Mimeo. (Cooperative Training).

Contains 37 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1967, 41 pages, $.50, Mimeo.

NEW YORK

Basic Electronic Series. Teacher's Guides.

The units in this series are teacher's guides for increasing the skill and knowledge of technicians, craftsmen, and electronic servicemen; also for those seeking job entry in electronics. Each unit is based on the content of those preceding it, and the sequence is planned for a series of adult classes.

Unit I.	Electricity for Electronics, 1962, 220 pages, $1.75, Offset.
Unit II.	Vacuum Tubes, 1966, 74 pages, $.50, Offset.
Unit III.	Basic Amplifiers, 1966, 71 pages, $.50, Offset.
Unit IV.	Power Supplies, 1966, 67 pages, $.50, Offset.
Unit V.	Audio Amplifying Systems, 1966, 133 pages, $.75, Offset.
Unit VI.	Measuring Instruments, 1966, 85 pages, $.50, Offset.
Unit VII.	Radio Frequency Amplifiers, 1966, 90 pages, $.50, Offset.
Unit VIII.	Oscillators, 1966, 69 pages, $.50, Offset.
Unit IX.	Essentials of Transistors and Semiconductors, 1967 (Revised), 103 pages, $.75, Offset.
Unit X.	Basic Transistor Circuits and Applications, 1967, 90 pages, $.50, Offset.
Unit XI.	Advanced Transistor Circuits and Applications, 1967, 68 pages, $.50, Offset.

OHIO

Radio and Television. Curriculum Guide, 1968, 68 pages, $1.50 plus 25¢ postage and handling, Offset.

This high school level guide provides information helpful in establishing training in the radio and television repair areas. Typical course content for the 11th and 12th grades is delineated along with such other items as course length, budget, teacher certification, test, references, films and similar material.

TEXAS (A&M UNIV. EES)

Radio and Television Servicing. Course Outline, 1970, 105 pages, $1.50, Offset.

This is a suggested basic course outline designed to assist the teacher in developing a course of study. Blocks within the trade covered include radio fundamentals, construction, receiver construction, transistors, television servicing and the like. A bibliography and a list of visual aids are included.

TEXAS (U.T.)

Television Service and Repair - Study Guide and Unit Tests. Student's Guide, 1968, 4 divisions, 37 units, 98 assignments, $8.00, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1968, $2.50, Offset.

WEST VIRGINIA

Radio and Television Repair. Instructor's Guide, 1964, 33 pages, $1.25, Mimeo.

Contains an instructional outline of the basic skill and technical information taught in a secondary school, radio and television repair course. It contains a bibliography, list of instructional aids, equipment and tool lists, costs, and a suggested facility layout.

Electronics Occupations, Other: 17.1599

INDIANA

Basic Mathematics for Electronics. Instructor's Guide, 1963 (Revised), 103 pages, $1.00, Offset.

Organized into 38 units of instruction. A teacher's outline is developed for each unit and is supplemented with an assignment sheet for student use. For use with preparatory and extension classes.

Fabrication Processes and Technology for Electronics. Instructor's Manual, 1964, 50 pages, $.75, Offset.

A one-semester course for students taking the electronics' curriculum. Provides students the opportunity to develop understandings and skills in the use of basic shop tools and machinery commonly employed in the metalworking industry. Content is organized into 18 assignments. These are supplemented with a teacher's outline covering three lessons as examples of form, and sample drawings for a D.C. and A.C. power supply. For use with preparatory and extension classes.

MICHIGAN

Electricity-Electronics. Curriculum Guide, 1968, 25 pages, Free, Offset.

An aid in the development of an introductory electricity-electronics program of a pre-vocational or vocational nature. Suggested laboratory activities have been included for each theory session. A tool list, supplies, and equipment for 12 work stations have been included to assist the teacher in getting the program underway.

NEW JERSEY

Electronics Laboratory Manual - Volume I. Student's Manual, 1970, 92 pages, $1.75, Offset.

Contains problem solving techniques in such fields as electrostatics, basis circuits, power supply, electromagnetic force and some others.

__________. Volume II. Student's Manual, 1970, 73 pages, $1.75, Offset.

This is a continuation of Volume I and deals with osilloscopes, frequency and phase, inductance, circuits, and transformers.

Introduction to Electronics for Electrical and Electronics Students - Part I. Student's Manual, 1969, 198 pages, $2.00, Offset.

The manual introduces vocational electronics students to the theory underlying the trade. Included are such units as atoms, electrons, electricity, current and conductors, resistors, meters and many more.

__________. Part II. Student's Manual, 1969, 169 pages, $2.00, Offset.

Contains such units as magnetism, meter movements, multimeters and amateur radio licensing. Each lesson is illustrated suitably for secondary students.

TEXAS (A&M UNIV.EES)
Electronics. Course Outline, 1970, 315 pages, $3.00, Offset.

Content is intended to provide the teacher with basic material to develop a course of study. Two years of high school content is contained in the outline. There is a total of 20 blocks in the course ranging from electrical physics to integrated circuitry.

WEST VIRGINIA
Electronic Technology. Instructor's Guide, 1966, 46 pages, $1.25, Mimeo.

For secondary, post-secondary, and adult education classes. An instructional outline designed for 1256 hours of instruction covering the basic skills and technical information in this field. Contains a bibliography, list of instructional aids, equipment and tool lists with costs, test equipment and costs, supplies, manuals, and a suggested facility layout.

FABRIC MAINTENANCE SERVICES: 17.16
Drycleaning: 17.1601
MISSOURI
Drycleaning and Pressing. Student's Guide, 1969, 85 pages, $2.50, Offset. (Cooperative Training).

The guide contains an analysis of the cleaning and pressing fields. It consists of ten assignments that deal with chemicals, soaps and detergents, fabrics and dyes, receiving, inspecting, classifying and marking work. There are additional topics covered in the assignments as well.

__________. A Key to Questions. Teacher's Guide, 1969, $1.00, Offset.

Contains answers to completion, multiple choice, and true-false questions used throughout the assignment for cooperative education trainees.

FOREMANSHIP, SUPERVISION AND MANAGEMENT DEVELOPMENT: 17.17

IDAHO

Techniques of Supervising People - Supervisory Personnel Development. Voc. Ed. No. 29, Training Guide, 1966, 255 pages, $2.50, Offset.

Divided into 11 conferences dealing with the many aspects of supervision in the technical and industrial education field. It also contains sample charts and a list of instructional materials.

LOUISIANA

Economics for Industrial Supervisors. Instructor's Guide, 1964, 73 pages, $2.00, Offset.

Developed to provide supervisors or conference leaders with a layman's understanding of our "free enterprise" system as it relates to earning a living and business affairs. It is organized in seven sessions; these sessions are outlines of the Industry and the American Economy, a series of booklets printed by the National Association of Manufacturers, together with additional related information.

Industrial Relations for Supervisory Personnel. Instructor's Guide, 1966, 80 pages, $2.00, Offset.

Designed as a eight-session, sixteen-hour supervisory training conference in management development. The sessions are outlined and also contain case studies where appropriate. In addition, session I contains the definition and background information on industrial relations.

Introduction to Management for Industrial Supervisors. Instructor's Guide, 1965, 167 pages, $2.00, Offset.

Designed for supervisory personnel who have not been oriented to basic management procedures. The course contains five outlined sessions to be presented as a ten-hour lecture course, two hours per session. The contents include charting techniques, handout materials, discussion techniques, visual aids, and a bibliography.

OHIO

Effective Speaking for Supervisory Personnel. Leader's Manual, 1967 (Reprint), 86 pages, $2.00 plus 25¢ postage and handling, Offset.

The manual is a step-by-step guide for presenting a practical course in effective speaking. There are supportive materials that help the leader to make an attractive and interesting presentation of the course content.

__________. Handout Sheets. Leader's Resource Material, 20 handout sheets, $.65 plus 25¢ postage and handling, Offset.

The packet of handout sheets and each sheet emphasizes an important part of the course.

__________. Flannel Board Cutouts. Leader's Resource Material, 1 Set, $4.00 plus 25¢ postage and handling.

Each cutout in the set is on poster board and is in two colors with a backing of flock ready for immediate use.

Human Relations Training for Supervisory Personnel. Leader's Manual, 1970 (Reprint), 85 pages, $2.80 plus 25¢ postage and handling, Offset.

The manual provides an orderly presentation to help supervisors develop skill in getting results through those they supervise. There are five 2-hour sessions and such resource material as handouts, flannel board cutouts and tape recordings to make the course an interesting and helpful experience for supervisors and managers.

__________. Handout Sheets. Leader's Resource Material, 15 handouts, $.65 plus 25¢ postage and handling, Offset.

The sheets are designed to emphasize the important points in the presentation and to provide the trainee with a visual reminder of the highlight of the course content.

__________. Flannel Board Cutouts. Leader's Resource Material, 1 Set, $5.00 plus 25¢ postage and handling.

Contains a set of 42 cards to be used by the leader in presenting the human relations training program. Each card is keyed to the manual and is handled by the instructor at the psychologically appropriate moment in the course.

__________. Tape Recordings. Leader's Resource Material, Tapes, $3.00 plus 25¢ postage and handling.

The cases presented by the leader are recorded and are available on tape or on records. The professional manner in which the material is handled heightens interest in the course when the recordings are used.

Instructor Training for Supervisory Personnel. Leader's Manual, 1968 (Reprint), 109 pages, $3.00 plus 25¢ postage and handling, Offset.

Contains basic material for 10 demonstrations in the training of a supervisor to do the instructing job. The manual takes one through a step-by-step procedure in developing the skills of a job instructor.

__________. Handout Sheets. Leader's Resource Material, 19 sheets, $.65 plus 25¢ postage and handling, Offset.

Designed to be used in conjunction with the leader's manual, the sheets point up the highly important aspects of the techniques of job instruction training.

Job Methods for Supervisory Personnel. Leader's Manual, 1966 (Reprint), 79 pages, $2.75 plus 25¢ postage and handling, Offset.

The manual contains material for five 2-hour sessions in simplifying methods of doing a job. The procedure involved has been tested by time and is one of the most effective devices in cost control available. The course should not be undertaken without the full support of both management and workers.

__________. Handout Sheets. Leader's Resource Material, 15 handout sheets, $.65 plus 25¢ postage and handling, Offset.

Consists of a packet of handout sheets keyed for use to the leader's manual.

__________. Flannel Board Cards. Leader's Resource Material, 1 Set, $5.00 plus 25¢ postage and handling.

These well-prepared visuals enable the leader to make an effective presentation. The cards stimulate and hold interest as well as emphasize key points in the training.

__________. Demonstration Kit. Teacher's Resource Material, 1 Kit, $11.55 plus 25¢ postage and handling.

The kit is an important item in performing the demonstration by the proposed improved method. Included in the kit are two staplers, two jigs, one stamp pad, one hand stamp and the necessary supply of cards representing copper and brass sheets to do the job.

Leadership in Discussion Techniques. Leader's Manual, 1964, 193 pages, $2.80 plus 25¢ postage and handling, Offset.

Prepared as an aid to the prospective conference leader who will be engaged in leading conferences in his own or other organizations. The procedures and techniques described are based upon the findings of experienced conference leaders and are methods which have been used with considerable success. The contents are organized for five 2-hour practice conferences.

__________. Handout Sheets, 1964, *, $.90 plus 25¢ postage and handling, Offset.

* A portfolio of 35 handout sheets designed to be given out to the learner during the conference leadership course. Each sheet emphasizes some important information which is presented in the course.

__________. Flannel Board Cards, 1964, *, $5.50 plus 25¢ postage and handling.

* A set of flannel board cards for the leader's use in presentation of the course. Each card is keyed for use with the manual.

GRAPHIC ARTS OCCUPATIONS: 17.19
Composition, Makeup and Typesetting: 17.1901
NEW JERSEY

Line Casting Keyboard Operation I. Student's Manual, 1966, 99 pages, $1.50, Offset.

This is the first of two books designed to make it easier for the deaf person to learn the fundamentals of the trade. May also be used for preparatory and extension classes. Content is divided into 15 units under titles: Keyboard Operation, Operation of Keyboard, Fingering System, Word Practice, Keyboard Practice, Sentence Practice, Punctuation Marks, Capital Letters, Proofreading, Italic and Bold-Face Type, Figures, Division of Words, Straight Matter, Caps and Small Caps, and Care of Machine. The unit content is broken down into 70 lessons. A glossary and a series of achievement tests are included.

Linecasting Keyboard Operation - II. Student's Manual, 1969, 99 pages, $1.50, Offset.

The manual follows an individual job format. There are ten units providing practice in multi-slug composition, leaders, tabular composition, variable columns, and several others, including a glossary of terms.

Printing Press Occupations: 17.1902

ALABAMA

Printing. Study Guide, 1964, 123 pages, $2.25, Mimeo. (Cooperative Training).

Contains 115 assignment sheets for student's use in Industrial Cooperative Training.

__________. Answer Book. 1965, 126 pages, $2.00, Mimeo.

MISSISSIPPI

Vocational Offset Printing - Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 50 pages, $1.00, Offset.

The guide contains an analysis of operations, suggested jobs for training, and an outline related instructions. It also contains references and suggested equipment and supply lists. The course is primarily designed for a high school course requiring 1080 hours of training.

MISSOURI

Printing. Student's Guide, 1968 (Revision), 140 pages, $2.25, Mimeo. (Cooperative Training).

The guide contains an analysis of the printing trade and 25 assignments. The assignments are individualized. Topics include among other things the history of printing, the process of the type setting, printing layouts, typecasting machines, problems in linotype operation and the like.

__________. Key. Teacher's Guide, 1968 (Reprint), 19 pages, $.75, Mimeo.

The key answer sheets enable the coordinator to score quickly the objective tests that are a part of each assignment.

OHIO

Printing. Teacher's Guide, 1970, 69 pages, $1.50 plus 25¢ postage and handling, Offset.

These suggested guidelines are designed to assist in developing an 11th and 12th grade high school trade and industrial program. Covered are such major units as orientation to the trade, printing planning, composition, camera copy work, presswork, bindery work and much more.

_________. Course Outline. Teacher's Guide, 1967, 15 pages, $1.00 plus 25¢ postage and handling, Offset.

Contains the course outline in skeleton form for use by the teacher in his planning and teaching activity.

_________. Instructor's Manual. Teacher's Guide, 1969, 254 pages, $3.25 plus 25¢ postage and handling, Offset.

This manual has as its purpose to provide content and practice in the various facets of the trade and enable the student to acquire sufficient skill and knowledge to enable him to become a valuable employee.

_________. Learner's Manual. Student's Guide, 1969, 254 pages, $2.75 plus 25¢ postage and handling, Offset.

This manual contains assignments that are keyed to the instructor's manual. Areas covered include orientation to the trade, planning, composition, copy camera work, platemaking, press work, bindery work and paper technology.

TEXAS (U.T.)

Printing - Study Guide and Unit Tests. Student's Guide, 1970, 8 units, 82 assignments, $4.25, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

_________. Answer Book. 1970, $2.50, Offset.

Lithography, Photography, and Platemaking: 17.1903

CONNECTICUT

Progress Record, Outline and Job Assignment Plan Book - Lithography. Instructor's Manual, 1969, Free, Printed.

Contains a revised two-year course outline for grades 11 and 12 in lithography. There are attendance record sheets and assignment record sheets included as well.

MISSOURI

Offset Lithography. Study Guide, 1967, 136 pages, $1.50, Mimeo. (Cooperative Training).

Contains 18 assignment sheets for student's use in Industrial Cooperative Training.

_________. Instructor's Key. 1967, 22 pages, $.50, Mimeo.

NEW JERSEY

Photo-Offset Printing and Commercial Photography, Volume 2 - Elementary. Student's Manual, 1965, 210 pages, $2.00, Offset.

For students enrolled in preparatory and extension classes. The content is divided into six units of instruction and each unit broken down into a number of lessons as: Unit 8 - Camera Work (8 lessons); Unit 9 - Dark Room Work (3 lessons); Unit 10 - Offset Stripping (10 lessons); Unit 11 - Plate Making (3 lessons); Unit 12 - Offset Press Work (22 lessons); and Unit 13 - Bindery Work (9 lessons). A bibliography and a series of achievement tests are included.

Photoengraving: 17.1904

NEW JERSEY

Art of Photoengraving - II. Student's Manual, 1968, 151 pages, $1.50, Offset.

This is a fundamental text for first year students. It opens with personal problems of students, discusses types of engraving, introduces tools and basic equipment, types of copy and art work. The process camera and the fundamentals of photoengraving are also treated in the text material.

Graphic Arts, Other: 17.1999

ALABAMA

Offset Printing. Study Guide, 1964, 95 pages, $1.50, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1964, 80 pages, $.75, Mimeo.

Using Copy Editors Symbols. Student's Workbook, 1966, 25 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. This lesson is for the purpose of helping the student learn to indicate errors in manuscripts by using the generally accepted copy editor's marks and to be able to correctly rewrite edited manuscripts on which these marks have been used. An answer book, a pre-test and a post-test are included.

NEW JERSEY

English for Printers. Student's Manual, 1968, 159 pages, $2.00, Offset.

The viewpoint of this text is that of English as an everyday working tool. The printing student is aided in understanding punctuation, trade terms, special punctuation marks, and abbreviations. Spelling and proofreading are also emphasized. Achievement tests are incorporated at the end of each unit, and a final examination is at the back of the book.

Physics for Printers. Student's Manual, 1969, 119 pages, $2.00, Offset.

The physical principles that apply to printing are dealt with in relevant fashion in this manual. Units included are measurements, molecular theory, application of heat, levers, light, optics, color, and electricity. Each lesson contains a section dealing with things to do, terms to define, and the like.

MARITIME OCCUPATIONS: 17.22

TEXAS (U.T.)

Motorboat Mechanic. Student's Guide, 1970, 32 assignments, $4.00, Offset. (Cooperative Training).

This unusual occupation has been broken down into nine units with 32 individual assignments available for student's use in completing the training sequence. An answer book is available to coordinators.

__________. Answer Book. Teacher's Manual, 1970, $2.00, Offset.

METALWORKING: 17.23

Machine Shop: 17.2302

ALABAMA

Machine Shop. Study Guide, 1970, 138 pages, $2.50, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1970, 83 pages, $1.75, Mimeo.

CALIFORNIA

Machine Shop. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1964 (Revised), 157 pages, $2.25, 5 units, 53 instructional topics, Offset.
__________. Testbook, 1964 (Revised), $2.00, Offset.
__________. Examination, 1964 (Revised), $.35, Offset.

Part II. Workbook, 1967 (Revised), 120 pages, $2.25, Offset.
__________. Testbook, 1967 (Revised), $2.25, Offset.
__________. Examination, 1967 (Revised), $.35, Offset.

Part III. Workbook, 1962 (Revised), 99 pages, $2.25, Offset.
__________. Testbook, 1962 (Revised), $2.00, Offset.
__________. Examination, 1962 (Revised), $.35, Offset.

Part IV. Workbook, 1969, 168 pages, $2.25, Offset.
__________. Testbook, 1969, $2.25, Offset.
__________. Examination, 1969, $.35, Offset.

CONNECTICUT

Progress Record, Theory Outline and Job Assignment Plan Book-Machine Course. Instructor's Manual, 1969, Free, Printed.

The assignment book is designed to reduce paper work. The book not only aids in planning but it has space for locker assignments, text assignments, notes and the like. It contains trade theory outlines for machine shop at grades 10, 11, and 12.

INDIANA

Instructor's Catalog of Prints. Instructor's Manual, 1964, 119 pages, $2.00, Offset.

A product of the "Teachers Projects Exchange Program" assembled to provide approved prints for machine trades courses. Material has been indexed in the following sections: Exercises (7), Teaching Aids (1), Test Problems (1), Beginning (27), Intermediate (25), and Advanced (16); a total of 77 prints. Price of individual prints will depend on the number of pages which vary from 1 to 10.

Machine Trades - Grinding and Heat Treating. Instructor's Guide, 1963, 142 pages, $2.00, Offset.

Provides related technical information for students in machine shop. For use with preparatory and extension classes. Divided into 20 topics, each containing an analysis sheet which lists the manipulative skill development, technical knowledge, and methods to be used. Some units are provided with an assignment sheet and an information sheet. A bibliography and a group of suggested projects are included.

Related Bench and Machine Operations. Assignment Sheets, 1961, 44 pages, $.50, Mimeo.

Contains eight assignment sheets on drills and drilling operations, seven assignment sheets of bench theory, and 27 assignment sheets on machine operations.

Shop Trigonometry - Machinist Trade. Lesson Sheets, 1960, 80 pages, $1.00, Offset.

Publication contains a series of 24 lessons, some of which include supplementary problems and drawings used in the shop on actual jobs. This material was taken from "Shop Trigonometry" originally published by the Henry Ford Trade School and is now out of print.

LOUISIANA

Machine Shop Training Course.

A series of five units, each including related study sheets and job sheets with assignments to be utilized in a high school course of instruction.

Unit I - Basic Bench Work. Study Guide, 1967, 115 pages, $2.00, Offset.
__________. Test Sheets, 1967, 19 pages, $2.00, Offset.

Unit II - Basic Drill Press. Study Guides, 1967, 38 pages, $2.00, Offset.
__________. Test Sheets, 1967, 22 pages, $2.00, Offset.

Unit III - Basic Lathe. Study Guide, 1967, 137 pages, $2.00, Offset.
__________. Test Sheets, 1967, 13 pages, $2.00, Offset.

Unit IV - Basic Shaper. Study Guide, 1967, 56 pages, $2.00, Offset.
__________. Test Sheets, 1967, 15 pages, $2.00, Offset.

Unit V - Basic Milling Machine. Study Guide, 1967, 48 pages, $2.00, Offset.

__________. Test Sheets, 1967, 10 pages, $2.00, Offset.

Answer Book, 1967, 222 pages, $2.00, Offset.

Contains answers to study questions, math assignments, and test sheets for Units I through V.

Unit VII - Tool and Die Making (Advanced Machine Shop). Study Guide, 1968, 140 pages, $2.00, Offset.
__________. Test Sheets, 1968, 33 pages, $2.00, Offset.
__________. Answer Book, 1968, 33 pages, $2.00, Offset.

MISSOURI

Machine Shop. Study Guide, 1967, 124 pages, $1.50, Mimeo. (Cooperative Training).

Contains 24 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1967, 24 pages, $.50, Mimeo.

Machine Shop Group Instruction. Student's Guide, 1967, 72 pages, $2.00, Mimeo. (Cooperative Training).

In addition to the trade analysis the guide contains 24 assignments. Topics included involve such areas as measuring tools, hand tools, steel and iron used in machine shop, the drill press, lathe, and other machine tools, types of work done and the like. The material is organized for group instruction with cooperative education students.

__________. Instructor's Guide. Teacher's Manual, 1967, 45 pages, $1.00, Mimeo.

This guide and the student's manual provide a sequential development of instruction for presenting related information to industrial cooperative education groups enrolled in a machine shop training program.

NEW JERSEY

Mathematics I - Machine Shop. Student's Manual, 1970, 107 pages, $1.50.

The content utilizes such machine shop items as the vernier, the micrometer, tapers and belt distances upon which to base problems. The units include numbers, percentages, ratios, powers and roots, measurements, speeds and feeds, screw threads and the like.

TEXAS (U.T.)

Machine Shop Practice - Study Guide and Unit Tests. Student's Guide, 1966, 12 units, 87 assignments, $4.70, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1966, $3.15, Offset.

WEST VIRGINIA

Machine Shop. Instructor's Guide, 1964, 35 pages, $1.25, Mimeo.

For secondary and adult education classes. Contains a course outline of 16 units of instruction covering four semesters' work at the secondary school level. Includes a bibliography, a list of instructional aids, tool and equipment lists, costs, a suggested facility layout, and sample progress records.

Machine Tool Operation: 17.2303

NEW MEXICO

Industrial Vocational Program in Machine Tool. Instructor's Guide, 1966, 30 pages, Free, Mimeo.

For secondary, post-secondary and adult extension classes. Contains a description of the objectives, standards and operating policies on a State-wide basis for use of the school administrator, supervisor and the instructor. Content includes a machine tool curriculum outline, equipment and tool list, bibliography, workbook list, film list, and sample progress charts.

OHIO

Basic Instructional Units for the Machine Trades. Course Outline, 1958, 57 pages, $.96 plus 25¢ postage and handling, Offset.

An instructional aid for instructors to be used in conjunction with Machine Trades I and II, Learner's Manuals. Contains titles of preparatory steps; basic and supplementary operations for manipulative work; titles of assignment sheets for basic and supplementary items of trade technology; and suggested progress chart headings for manipulative work.

Machine Trades I. Learner's Manual, 1965 (Revised), 378 pages, $3.25 plus 25¢ postage and handling, Offset.

Organized on the basis of 131 assignment sheets under the following divisions: Bench Work, Drilling Machine Work, Engine Lathe Work, Turret Lathe Work, and Power Saw Work. For use with in-school related work classes, apprenticeship and trade extension-type training. An objective test is included at the end of each division. References are included.

__________. Answer Book, 1965 (Revised), 97 pages, $1.50 plus 25¢ postage and handling, Offset.

Contains answers to questions listed on assignment sheets in Machine Trades I - Learner's Manual.

Machine Trades II. Learner's Manual, 1962, 389 pages, $2.35 plus 25¢ postage and handling, Offset.

This is a companion volume to Machine Trades I. Content is organized on the basis of 153 assignment sheets under the following divisions: Shaper Work, Milling Machine Work, Planer Work, Grinder Work, Metallurgy, Heat Treating, and Gears and Gearing. For use with in-school related work classes, apprenticeship and trade extension-type training. An objective test is included at the end of each division. References are included.

__________. Answer Book. 1962, 116 pages, $1.50 plus 25¢ postage and handling, Offset.

Contains answers to questions listed on assignment sheets in Machine Trades II - Learner's Manual.

SOUTH CAROLINA

Reading the Micrometer. Teacher's Handbook, 1970, 7 pages, $.75, Offset.

This handbook was prepared to assist the teacher in acquainting students with the micrometer, its parts, and how to read it. There is included an instroduction, giving some nomenclature together with transparencies showing the parts of the micrometer. A student guide is also available at 50¢.

__________. Student's Guide. 1970, 8 pages, $.50, Offset.

The guide contains an explanation of the steps involved in reading the micrometer. There is a series of exercises to strengthen and reinforce learning. A test completes the leaflet.

Metal Trades, Combined: 17.2304

INDIANA

Industrial Technical Mathematics I (For Metal Trades). Instructor's Manual, 1962, 140 pages, $1.50, Offset.

The material is organized into 88 assignment sheets. These are grouped into four sections: arithmetic fundamentals (35), algebra (17), geometry (11), and trigonometry (25). The number of topics included in each group is indicated in brackets. Supplementary drill exercises, information sheets and tests are included. For use with trade preparatory and extension classes.

MISSISSIPPI

Vocational Metal Trades - Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 62 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training, and an outline of related instruction. References and an equipment list are included. The plan of the course follows the "cluster" concept covering the machinist, sheet metal worker, and combination welder. The course is primarily designed as a high school course requiring 1080 hours of training.

MISSOURI

General Mechanics. Student's Guide, 1966, 119 pages, $2.50, Mimeo. (Cooperative Training).

The guide is prepared to cover a series of assignments dealing with such topics as small gasoline engines, principles of electrical systems, chain saw sharpening, duplicating keys and many more.

__________. A Key to Questions. Teacher's Guide, 1966, 15 pages, $1.00, Mimeo.

Contains material for the teacher to use in evaluating student's accomplishment and understanding.

OREGON

Industrial Mechanics. Curriculum Guide, 1969, 127 pages, $2.50, Offset.

Contains material concerned with teaching and learning in a cluster called "systems technology." Included are such items as mechanical systems, electrical systems, fluid power and hand and power tools.

Metals. Curriculum Guide, 1969, 124 pages, $2.50, Offset.

The guide is prepared around a cluster of occupational specialty courses covering hot metals, machine processes, metal fabrication, and communication. An extensive appendix provides much related technical information in support of the cluster courses.

TEXAS (A&M UNIV.EES)

Metal Trades. Basic Course Outline, 1964 (Revised), 86 pages, $1.35, Offset.

Content covers the basic skills and technical information to be taught during the first and second years of trade preparatory instruction. The material is arranged under the following headings: content, information and skills to be taught, suggestions on teaching information and skills, and sources of information. A bibliography and a list of visual aids are included.

Sheet Metal: 17.2305

ALABAMA

Sheet Metal. Study Guide, 1965, 65 pages, $1.25, Mimeo. (Cooperative Training).

Contains 53 assignment sheets for student's use in Industrial Cooperative Training.

__________. Answer Book. 1965, 36 pages, $.75, Mimeo.

CALIFORNIA

Sheet Metal. (Apprenticeship).

These materials are available for use in related instruction courses for apprentices.

Part I. Workbook, 1966, 181 pages, $2.25, 7 units, 71 instructional topics, Offset.

__________. Testbook, 1966, $2.25, Offset.

__________. Examination, 1966, $.30, Offset.

Part II. Workbook, 1968 (Revised), $2.50, Offset.

__________. Testbook, 1968 (Revised), $2.25, Offset.

__________. Examination, 1968 (Revised), $.35, Offset.

Part III. Workbook, 1970 (Revised), $2.25, Offset.

__________. Testbook, 1970 (Revised), $2.25, Offset.

__________. Examination, 1970 (Revised), $.35, Offset.

Part IV. Workbook, 1964 (Revised), 96 pages, $2.00, Offset.

__________. Testbook, 1964 (Revised), $2.00, Offset.

__________. Examination, 1964 (Revised), $.35, Offset.

MISSISSIPPI

Vocational Sheet Metal - Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 29 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training, and an outline of related instruction. Also contains references and suggested equipment and supply lists. The course is primarily designed as a high school course requiring 1080 hours of training.

MISSOURI

Sheet Metal. Study Guide, 1967, 138 pages, $1.50, Mimeo. (Cooperative Training).

Contains 18 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1967, 20 pages, $.50, Mimeo.

OHIO

Sheet Metal - Suggested Course Outline. Teacher's Guide, 1964, 6 pages, $1.00 plus 25¢ postage and handling, Offset.

This is a simple working course outline helpful to the teacher in organizing course content. Topics covered include such major units as sheetmetal drawing, mathematics, metals, plastics, equipment, layout work, soldering, and welding. Safety instruction is included in every operation.

TEXAS (U.T.)

Sheet Metal - Study Guide and Unit Tests. Student's Guide, 1966, 3 divisions, 14 units, 55 assignments, $5.00, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1966, $2.40, Offset.

WEST VIRGINIA

Sheet Metal. Instructor's Guide, 1964, 24 pages, $1.25, Mimeo.

Contains an instructional outline of the basic skill and technical information taught in a secondary school, sheet metal course. It contains a bibliography, list of instructional aids, equipment and tool lists, costs, and a suggested facility layout.

Welding and Cutting: 17.2306

ALABAMA

Identification: Joints, Welds, and Grooves. Student's Workbook, 1966, 27 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson is for the purpose of helping the student learn to recognize the most common joints, welds, and grooves used in the practice of welding and not to teach "how to weld." Illustrated. An answer book, a pre-test and a post-test are included.

Welding. Study Guide, 1966, 100 pages, $1.75, Mimeo. (Cooperative Training).

Contains 72 assignment sheets for student's use in Industiral Cooperative Training.

__________. Answer Book. 1966, 56 pages, $1.50, Mimeo.
__________. Job Tests. 1966, 83 pages, $1.50, Mimeo.
__________. Job Test Answers. 1966, 21 pages, $.75, Mimeo.

LOUISIANA

Basic Welding. Unit 1A Oxyacetylene Welding. Student's Manual, 1969, 53 pages, $2.00, Offset.

The manual contains ten welding jobs and nine related subjects assignments. There are many clear illustrations helpful to the student in completing the assignments or in completing the jobs.

__________. Test Book. Student's Manual, 1969, 9 pages, $2.00, Mimeo.

Contains nine related subjects test sheets. Questions are essay type. There is an answer book available. (See Basic Arc Welding Answer Book, 17.230602).

MISSOURI

Welding Technology. Student's Guide, 1970, 67 pages, $2.50, Offset. (Cooperative Training).

The study guide has been developed to facilitate group instruction of cooperative education students. The body of the guide contains assignment sheets organized to stimulate learning. The content is based upon an analysis of the field of welding. There are 26 assignments dealing with such areas as: equipment-operation and adjustment, cutting, welding, brazing, inspection, testing, and special welding processes.

__________. Instructor's Manual. 1970, $.50, Offset.

Contains answers to assignments. Helps in evaluating student progress and comprehension.

Welding Technology. Student's Guide, 1970, 123 pages, $2.50, Offset. (Cooperative Training).

The guide was developed to facilitate individual instruction in industrial cooperative training. It contains a description of the entrance requirements of the occupation, an analysis of welding technology, and a series of assignment sheets. There are 26 assignments included in the book. A separate manual called a Key is available to the teacher-coordinator for quickly evaluating trainee performance in completing the assigned tasks. Assignments cover gas and electric welding. There are 26 assignments in the guide.

__________. Key. Teacher's Guide, 1970, 22 pages, $1.00, Offset.

Contains answers to the problems in the student's assignments. The key provides the teacher-coordinator with a quick assessment device to determine the extent of learning taking place in school and on the job.

TEXAS (U.T.)

Welding - Study Guide and Unit Tests. Student's Guide, 1967, 14 units, 43 assignments, $5.45, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1967, $3.15, Offset.

Gas Welding: 17.230601

INDIANA

Oxyacetylene Welding. Instructor's Guide, 1963, 38 pages, $.40, Offset.

Content is divided into 37 assignment sheets with the material arranged under the following headings: subject, remarks and purpose, references, assignment, technical terms, and safety. May be used as a primary source for training welders or as a related source for other trades.

Electric Welding: 17.230602

INDIANA

Arc Welding. Instructor's Guide, 1963, 9 pages, $.10, Offset.

Consists of a series of eight assignment sheets with the material arranged under the following headings: subject, remarks and purpose, references, assignment, technical terms, and safety.

LOUISIANA

Basic Arc Welding. Book 1. Student's Manual, 1969, 21 pages, $2.00, Offset.

Contains a set of well-illustrated assignments ranging from running stringer beads to making a V-butt joint.

__________. Book 2. Student's Manual, 1969, 47 pages, $2.00, Offset.

Contains assigned tasks in arc welding for various positions and conditions for the development of skill and knowledge of the field. Tests are also included in the manual covering the welds and positions involved.

__________. Test Book. Student's Manual, 1969, 33 pages, $2.00, Mimeo.

Contains a series of objective tests dealing with the related information on arc welding. Completion type questions seem to be most commonly used in the manual.

__________. Answer Book. Teacher's Manual, 1969, 31 pages, $2.00, Mimeo.

This answer book contains the answers to both the arc welding test questions and the oxyacetylene welding test items. The content aids the teacher in evaluating the student's understanding and performance in the welding fields.

Combination Welding: 17.230603

MISSISSIPPI

Vocational Welding (Combination). Instructor's Guide, 1967, 60 pages, $2.00, Offset.

Designed primarily as a high school course of study, requiring 1080 hours of training. The course content is organized in a two-column format, with trade principles on the left, and practices on the right. The guide also contains an introduction, bibliography, and an equipment, tool, and supply list.

WEST VIRGINIA

Welding. Instructor's Guide, 1966, 48 pages, $1.25, Mimeo.

For secondary and adult education classes. An instructional outline covering both arc and gas welding, covering two years' instruction at the secondary level. Contains an analysis together with suggested assignments for developing skills and knowledge necessary to job placement. Includes a bibliography, a list of instructional aids, a shop layout, tool and equipment lists, costs, and a sample progress chart.

Welding and Cutting, Other: 17.230699

OHIO

Welding. Teacher's Guide, 1968, 72 pages, $1.00 plus 25¢ postage and handling, Offset.

This is a suggested course outline that includes such topics as course objectives, safety, flame cutting, arc welding, resistance welding, MI6 and TI6 welding processes and related mathematics and science.

Tool and Die Making: 17.2307

CONNECTICUT

Progress Record, Theory Outline and Job Assignment Plan Book.

The assignment books in this series aid the instructor in planning. They provide space for locker assignments, text assignments, notes and the like. The student's name is entered only once for the entire year. There are other helpful features of the plan books as well.

__________. Tool and Die Course - Grade - 11. Instructor's Manual, 1969, Free, Printed.

In addition to containing the objectives for tool and die making at the 11th grade, the book provides space for taking attendance, assigning jobs and work areas. There is a course outline included that covers the trade theory at the designated grade level.

__________. Tool and Die Course - Grade 12. Instructor's Manual, 1969, Free, Printed.

In addition to being an aid in reducing the instructor's paper work, the manual contains a trade course outline for tool and die making at the 12th grade level.

__________. Tool and Die Course - Grade 13. Instructor's Manual, 1969, Free, Printed.

Combines details of a plan book and a trade theory course outline for grade 13 level activity.

MISSISSIPPI

Vocational Tool and Die Making - Basic Plan for the Organization and Management of Instruction. Instructor's Guide, 1967, 61 pages, $1.00, Offset.

Contains an analysis of operations, suggested jobs for training, and an outline of related instruction. Also contains a bibliography, and a suggested equipment list. This course is primarily designed as 25 hours a week, 36 weeks, two-year course; or 30 hours a week, 72 weeks, course for a total of 2160 hours, for post-high school students.

Metalworking, Other: 17.2399
INDIANA
Precision Measurement. Study Guide, 1967 (Revised), 103 pages, $1.00, Offset.

Contains 48 assignment sheets covering practically all precision measurement tools, including several optical instruments, for the trade and industrial fields.

METALLURGY: 17.24
INDIANA
Metallurgy and Heat Treating. Instructor's Guide, 1963, 16 pages, $.20, Offset.

Organized into ten assignment sheets. The material is arranged on these sheets under the following headings: subject, remarks and purpose, references, and assignment. For use with trade preparatory and extension classes.

PERSONAL SERVICES: 17.26
Barbering: 17.2601
ALABAMA
Tools and Areas. Student's Workbook, 1966, 27 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. Objectives are to enable the learner to: a) recognize the four areas of a haircut, b) know what tools are used in each area, and c) know in what order each area is cut. Well illustrated. An answer book, a pre-test and a post-test are included.

Cosmetology: 17.2602
ALABAMA
Cosmetology. Study Guide, 1969, 105 pages, $1.75, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1969, 72 pages, $1.25, Mimeo.

CONNECTICUT
Beauty Culture. Course Outline, 1970, 31 pages, Free, Mimeo.

The outline contains five parts. Part I, lists the operational instructional units; Part II, covers the theory instruction units; Part III, law book units of instruction; Part IV, shop management; Part V, manicuring-theory outline.

NEW JERSEY

Mathematics for Cosmetology. Student's Manual, 1968, 345 pages, $2.50, Offset.

A mathematics text related to the cosmetology trade. The usual principles of general math are presented in the first six units with virtually every problem related to cosmetology. The last three units, Taxes, Insurance, and Accounts provide many practical problems.

NEW YORK

Cosmetology. Teacher's Guide, 1968, 123 pages, $2.00, Offset.

This is a suggested instructional guide in cosmetology, and presents the essential content to prepare candidates to meet state licensure. Teachers will need to review the content and adapt it to local conditions. There is included a job description in cosmetology, detail of several required units of instruction, material on shop operation and management, and a selected bibliography.

OHIO

Cosmetology Course Outline. Instructor's Guide, 1967, 27 pages, $1.00 plus 25¢ postage and handling, Offset.

Content is divided into the following divisions: scalp, hands and feet, hair, face, science, shop management, trade mathematics, and legal guidance. The outline under each division is developed under the following headings: laboratory, related outline, teaching aids, and references. A bibliography is included.

TEXAS (A&M Univ.EES)

Cosmetology Course Outline. Course Outline, 1970 (Revised), 122 pages, $1.50, Offset.

Covers the basic skills and technical information to be taught during the first and second years of trade preparatory instruction. Material is arranged under the following headings: Content, information and skills to be taught, suggestions on teaching information and skills, and sources of information. A bibliography is included.

Cosmetology-Suggested Basic Course Outline. Teacher's Guide, 1970, 74 pages, $2.00, Offset.

The outline is prepared to assist the teacher in developing a course of study. There is included only basic skills and technical information which must be supplemented with additional related instruction. First and second year content is included. Topics range from bacteriology to wigs.

PUBLIC SERVICE OCCUPATIONS: 17.28

Fireman Training: 17.2801

OHIO

Fire Service Training. Textbook, 1964 (Revised), 404 pages, $3.44 plus 25¢ postage and handling, Offset.

This well-illustrated revised text is designed for use in basic and advanced fire service training courses, and other specialized courses in fire fighting.

Provides information for training volunteer and paid fire fighters. Chapter titles are: Community Fire Defense, Chemistry of Fire, Classification and Use of Fire Extinguishers, Water as Used in Fire Fighting, Fire Hydrants, Standpipe and Hose Systems, Sprinkler Equipment and Automatic Alarms, Fire Pumps, Fire Hose, Tools and Equipment, Rope in the Fire Service, Ladders, Gas Masks, Advance Information--The Alarm, Size Up, Forcible Entry, Rescue, Exposures and Confinements, Fire Extinguishment, Ventilation, Salvage, Overhaul and Pick-Up, Care of Apparatus, Driving Suggestions, The Run, Post-Mortem Conference, Fire Detection and Arson Investigation, Inspections, and Radiation Hazards.

__________. Instructor's Manual, 1964 (Revised), $4.00 plus 25¢ postage and handling, Offset.

Contains 26 detailed teaching guides for the basic course and is keyed to the Fire Service Training textbook. These guides will serve as a plan for the instructor when utilizing the group instruction method.

__________. Learner's Workbook, 1964 (Revised), $.75 plus 25¢ postage and handling, Offset.

Consists of 26 assignments which break the Fire Service Training textbook down into easily understandable lessons. Excellent for Department and Brigade basic training, class study, and of self-study and improvement when used with the textbook.

Law Enforcement Training: 17.2802

CALIFORNIA

The California Court System - California State Peace Officer's Training Series 77. Resource Manual, 1967, 71 pages, $1.60, Offset.

Written to explain tc peace officers the structure and functions of the California Courts. It contains ten chapters giving a brief history of California's constitution, the judicial council, the State supreme court, District Court of Appeals, Superior Court, and the like. It also contains a glossary of legal terms, and selected reference material.

California Criminal Evidence - California State Peace Officer's Training Series 16. Instructor's Manual, 1964 (Revised), 68 pages, $1.00, Offset.

Designed to assist peace officers in dealing with the types of evidence problems they may encounter in the field and in court. It is organized into 15 chapters with references and sample cases covering various types of evidence.

California Criminal Law Outline and Penal Code Sections. Training Series 13. Resource Manual, 1969 (Revision), 210 pages, $1.05, Offset.

This is a practical peace officer's manual emphasizing the elements of major crime. Copies of the most frequently-used sections of the Penal Code are included.

California and Federal Agencies Allied and Related to Law Enforcement. Training Series 66. Resource Manual, 1969, 267 pages, $2.25, Offset.

Presents those agencies in California and in the Federal government that are related in law enforcement activities.

Court Appearance and Testimony - California Peace Officer's Training Publication No. 10. Instructor's Guide, 1963 (Reprint), 12 pages, $.60, Mimeo.

This is an outlined lesson plan covering the appearance, demeanor, actions, reactions, bearing, and the like, of the officer before, on taking oath, and on the witness stand.

Field Notetaking and Crime Scene Recording - California Peace Officer's Training Publication No. 73. Instructor's Guide, 1963, 65 pages, $.75, Mimeo.

Developed primarily for those police departments who desired training for their personnel, in the subject area. The guide contains outlined instructions, general information, information sheet, references, and appendices.

How to Investigate Assault Cases - California Peace Officer's Training Publication No. 67. Instructor's Guide, 1964, 25 pages, $1.00, Mimeo.

Designed to be used as study and reference materials for officers, or as a correspondence course with a test, or as an outline course guide. It contains outlined materials, references, and a final test.

Introduction to Investigation and Police Procedures - California State Peace Officer's Training Series 75. Resource Manual, 1966, 175 pages, $1.25, Offset.

Describes the many techniques which may be utilized by law enforcement personnel to inquire into the truth of a particular occurrence, problem, or situation. Consists of two parts, the first part deals with the "tools" or "techniques" available to the investigator. The second part sets forth specific types of investigation and makes an attempt to relate the techniques to the situation. The first part contains the first eight chapters, and the second consists of chapters nine through twenty-three. It also contains a bibliography.

Law Enforcement Training in California - California State Peace Officer's Training Series 72. Resource Manual, 1963, 206 pages, $1.50, Offset.

Suggests ways and means by which officers and prospective officers may be trained. It also describes the fundamentals of vocational education for the law enforcement service. Its primary purpose is to furnish information, suggestions, and standards for the operation of law enforcement training programs.

Mechanics of Arrest - California State Peace Officer's Training Series 2. Instructor's Guide, 1967, 9 pages, $.50, Offset.

Designed to provide the officer with a clear understanding of the procedure he should follow in making arrests under varying circumstances. The content is outlined under seven major headings.

Narcotics and Dangerous Drugs. Training Series 33. Resource Manual, 1969, $3.00, Offset.

Contains information generally unavailable from any one source. Of significance is content dealing with what the Courts permit officers to do in apprehending drug offenders.

Police Organization and Administration. Training Series 59. Resource Manual, 1969, 217 pages, $1.00, Mimeo.

Contains helpful organizational patterns, suggestions and techniques used by Administrators in building strong departments.

Police Report Writing - California State Peace Officer's Training Series 74. Instructor's Manual, 1964, 104 pages, $1.25, Offset.

Designed to give the trainee the basic rules for writing reports that will be clear and understandable to anyone who must read them. The contents are organized into ten separate chapters covering reasons for reports, types of reports, main elements in reports, preparation of narrative reports, and descriptive reports of persons, vehicles, properties, and the like.

Police Supervisory Control. Training Series 71. Resource Manual, 1969, 267 pages, $2.25, Offset.

Calls police administrators' attention to the fact that their management is certain to be weak unless the department under their control is supervised adequately.

Public Relations for the Law Enforcement Officer. Training Series 41. Resource Manual, 1969, 90 pages, $1.00, Offset.

Content is helpful to department personnel interested in modifying their public relations image.

Study Manual and Bibliography for Peace Officers. Training Series 52. Resource Manual, 1969, 93 pages, $1.25, Offset.

The manual includes classroom note taking, use of books by peace officers, use of the library and a bibliography.

Supervisory Personnel Development - California State Peace Officer's Training Series 76. Instructor's Guide, 1965, 140 pages, $1.25, Offset.

Developed to provide a basic outline for training in Police Supervision at the post-secondary level. It contains 14 lesson plans covering the essentials of Supervision in law enforcement service. It also contains a bibliography.

Traffic Accident Investigation Procedure - California Peace Officer's Training Publication No. 68. Instructor's Guide, 1964, 35 pages, $1.00, Mimeo.

Contains four sections, outlining the proper procedures and related data an officer should accumulate when investigating an accident.

Visual Science as Applied to Law Enforcement - California State Peace Officer's Training Series 78. Instructor's Guide, 1968, 168 pages, $1.60, Offset.

Describes techniques used by law enforcement personnel to improve their investigative procedures. Contains 15 sessions, outlines, each session broken down into four parts. A glossary and a reading list are included.

NEW YORK

Law - Everyone Should Know - Adult Course Outline. Bulletin No. 98. Adult Course Outline, 1966, 95 pages, $.50, Offset.

This is a teacher's guide for an adult education course for a class of laymen - people who want some basic knowledge of law as it applies to everyday life.

OHIO

Law Enforcement Officer Training. Learner's Manual, 1968, 244 pages, $3.80 plus 25¢ postage and handling, Offset.

Designed for use in training programs to provide the law enforcement officer with the skills and technical knowledge essential in performing his duties. Covers the practices and techniques of the following procedures: Acquiring and Maintaining Uniform, Patrolling on Foot - Daytime - Nighttime, Patrolling in an Automobile - Daytime - Nighttime, Handling Misdemeanors Witnessed by Officer, Handling Misdemeanors Not Witnessed by Officer, Handling Felonies, Handling Traffic Violations, Handling Traffic Accidents, Arresting, and Testifying in Court.

__________. Instructor's Manual, 1968, 404 pages, $5.75 plus 25¢ postage and handling, Offset.

Contains teaching guides for each of the training procedures included in the learner's manual.

TEXAS (A&M UNIV.EES)

Police Administration. Instructor's Guide, 1967, 173 pages, $3.00, Offset.

For use of instructors in developing subject matter for a one-semester course in law enforcement at the secondary school level. Material is organized under headings: Information and Skills to be Taught, Methods, Techniques and Aids, and Sources of Information. A bibliography and visual aids are included.

Public Service Occupations, Other: 17.2899

OHIO

Emergency Victim Care and Rescue Training. Textbook, 1965, 327 pages, $4.15 plus 25¢ postage and handling, Offset.

For use in adult and extension classes. A recent revision, this text reflects recent medical findings about closed heart compression, artificial respiration, maneuvering auto accident victims onto backboards, and other materials. Medical aspects were reviewed by physicians expert in their various specialties. Well illustrated. Chapter titles are: Emergency and Rescue Vehicles, Equipment, Personnel, Operations, Safe Driving Practices, Controlling the Situation, Childbirth, Common Squad Emergencies, the Mentally Disturbed Patient, Resuscitation, Oxygen Therapy, Closed Chest Heart Compression, Use of Backboards, Rescue Carrier and Drags, Aerial Ladder, Rescue Procedures, Forcible Entry, Gas Masks, Electrical Emergencies, Cutting Torches, Rope and Rigging, Shoring and Tunneling, Waterfront Operations, Unusual Situations, Records and Reports, Post Mortem Conferences, and Legal Aspects.

__________. Instructor's Manual, $2.50 plus 25¢ postage and handling, Offset.

Consists of a series of teaching guides prepared as a plan of instruction using the above textbook.

School Bus Driver Training.

There are three manuals in this series. They were prepared to (1) assist the school bus drivers in becoming familiar with transportation laws of Ohio, (2) acquaint drivers with best known techniques of school bus driving, and (3) impress drivers with their tremendous responsibilities on the necessity to observe every safety precaution.

__________. Pre-employment Manual. Student's Manual, 1971, 93 pages, $2.00 plus 25¢ postage and handling, Offset.

Provides five units dealing with the driver and his personal qualities and character traits, pupil transportation laws, school bus orientation and driving fundamentals.

__________. Basic Course Learner's Manual. Student's Manual, 1971 (Revision), 143 pages, $2.00 plus 25¢ postage and handling, Offset.

Contains ten units with several topics under each unit. Areas covered by the units include, an introduction to school bus driver education, public relations, pupil transportation laws, bus maintenance, driving fundamentals, defensive driving safety, first aid, and the special child.

__________. Advanced Drivers Course. Teacher's Manual, 1969, 83 pages, $2.50 plus 25¢ postage and handling, Offset.

Contains seven units, a glossary and a bibliography. Each unit contains several topics. The material involved covers the same general areas as shown in the manual above but the topics are treated in greater depth and difficulty level.

TEXAS (A&M UNIV.EES)

Sewage Works Operation - Three Units. Study Guides.

Specifically prepared for use of new and advanced employee classes in the sewage works operation field. The material is intended for use as technical references and as classroom aids in teaching the unit courses.

Unit I - Sewage Works Operation, 1970, 63 pages, $1.50, Offset.
Unit II - Sewage Treatment. 1969, 94 pages, $1.50, Offset.
Unit III - The Sewage System. 1970, 65 pages, $1.50, Offset.

Water Works Operation - Five Units. Study Guides.

Prepared for use of new and advanced classes in the water works operation field. The material is intended as technical references for use as classroom aids in teaching the unit courses.

Unit 1 - Basic Water Works Operation, 1970, 55 pages, $1.50, Offset.
Unit 2 - Advanced Water Works Operation. 1970, 72 pages, $1.50, Offset.
Unit 3 - Ground Water Supply. 1969, 95 pages, $1.50, Offset.
Unit 4 - Surface Production. 1965, 69 pages, $1.50, Offset.
Unit 5 - Water Distribution. 1970, 77 pages, $1.50, Offset.

Basic Water Laboratory Course, 1969, 232 pages, $3.50, Offset.
Basic Water Waste Laboratory Course, 1970, 166 pages, $3.50, Offset.

QUANTITY FOOD OCCUPATIONS: 17.29
Baker: 17.2901
ALABAMA
Commercial Baking. Study Guide, 1970, 125 pages, $2.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1970, 114 pages, $1.75, Mimeo.

NEW JERSEY
Baking - Related Science and Trade Information - Part I, Ingredients. Student's Manual, 1964, 176 pages, $2.00, Offset.

For use in day trade preparatory classes. The test first presents the science used in processing baking ingredients and then shows the application of the science in the use of these ingredients. Content is divided into 12 units under the following titles: Flour, Yeast and Fermentation, Chemical Leavening, Salt, Water, Sugar and Other Sweetness, Eggs and Egg Products, Shortening and Other Baking Fats, Milk and Milk Products, Starches, Chocolate and Cocoa, and Gums and Stabilizers. A unit glossary, and test are included. Specific assigned readings are included in the references.

TEXAS (U.T.)
Baking. Student's Guide, 1970, 132 assignments, $6.00, Offset. (Cooperative Training).

Contains assignments and unit tests. An answer book is available for use by the coordinator.

_________. Answer Book. Teacher's Manual, 1970, $2.70, Offset.

Cook/Chef: 17.2902

ALABAMA

Commercial Cooking. Study Guide, 1966, 134 pages, $2.25, Mimeo. (Cooperative Training).

Contains 56 assignment sheets for student's use in Industrial Cooperative Training.

_________. Answer Book. 1966, 67 pages, $1.00, Mimeo.

MISSOURI

Chef. Study Guide, 1965, 122 pages, $1.50, Mimeo. (Cooperative Training).

Contains 21 assignment sheets for student's use in Industrial Cooperative Training.

_________. Instructor's Key. 1965, 23 pages, $.50, Mimeo.

TEXAS (U.T.)

Chef. Student's Guide, 1969, $3.75, 66 assignments, Offset. (Cooperative Training).

There are 25 units and 66 assignments covering a wide range of information on food preparation. The answer book is for use of the coordinator in evaluating student's performance.

_________. Answer Book. Teacher's Manual, 1969, $1.90, Offset.

Meat Cutter: 17.2903

ALABAMA

Meatcutting and Merchandising. Study Guide, 1964, 85 pages, $1.25, Mimeo. (Cooperative Training).

Contains 71 assignment sheets for student's use in Industrial Cooperative Training.

_________. Answer Book. 1964, 59 pages, $.75, Mimeo.

CALIFORNIA

Meatcutting. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1971 (Revised), 142 pages, $2.25, 33 instructional topics, Offset.

__________. Testbook, 1963 (Revised), $2.25, Offset.

__________. Examination, 1963 (Revised), $.35, Offset.

Part II. Workbook, 1964 (Revised), 123 pages, $2.25, 4 units, 23 instructional topics, Offset.

__________. Testbook, 1964 (Revised), $2.25, Offset.

__________. Examination, 1964 (Revised), $.35, Offset.

MISSOURI

Meatcutting. Study Guide, 1965, 136 pages, $1.50, Mimeo. (Cooperative Training).

Contains 16 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1965, 23 pages, $.50, Mimeo.

TEXAS (U.T.)

Meatcutting - Study Guide and Unit Tests. Student's Guide, 1966, 7 units, 51 assignments, $5.00, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1966, $2.40, Offset.

SMALL ENGINE REPAIR, INTERNAL COMBUSTION: 17.31

ALABAMA

Small Gasoline Engines. Study Guide, 1969, 91 pages, $1.50, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1969, 57 pages, $1.00, Mimeo.

__________. Job Test. 1969, 77 Tests, $.75, Mimeo.

__________. Job Test Answers. 1969, 20 pages, $.25, Mimeo.

LOUISIANA

Small Engine Mechanics - Units I through VI. Related Study Assignments - Job Sheets. Study Guide, 1966 (Reprint), 347 pages, $2.00, Offset.

Developed as a basic high school course in small engine repair for job entry. This guide contains the first six of a total of 13 units. The units in this guide are entitled: Engine Fundamentals, Basic Repair Skills, Fuel Systems, Magneto Ignition, Starting Systems and Engine Overhaul. The units contain related study assignment sheets, job sheets, problem and/or study questions, and a bibliography.

__________. Units VI through XIII. Study Guide, 1966, 117 pages, $2.00, Offset.

The seven units in this guide are entitled: Clutches and Drive Mechanism, Grass Cutting Equipment, Refinishing, Chain Saws, Pumps, Outboard Engines, Fuel Systems, and Outboard Engine Ignition. It also contains related study assignment sheets, job sheets, problem or study questions, and references.

__________. Testbook - Units I-XIII, 1967, 39 pages, $2.00, Offset.

__________. Answer Book - Units I-XIII, 1967, 8 pages, $2.00, Offset.

OHIO

Small Engine Repair. Curriculum Guide, 1970, 60 pages, $1.50 plus 25¢ postage and handling, Offset.

The guidelines contained in the publication include such topics as educational specifications for small engine repair, equipment needed, operating budget, course length, time schedule, suggested texts and references, instructor qualifications and many similarly helpful points of information.

TEXAS (U.T.)

Motorcyle Repair. Student's Guide, 1970, 59 assignments, $6.85, Offset. (Cooperative Training).

Contains repairman's informational material and assignment under 17 unit headings. An added aid to the coordinator is the answer book.

__________. Answer Book. Teacher's Manual, 1970, $2.90, Offset.

Small Engines and Outboard Motors - Study Guide and Unit Tests. Student's Guide, 1965, Small Engines - 14 units, 53 assignments, Outboard Motors - 4 units, 15 assignments, $4.00, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1965, $2.40, Offset.

STATIONARY ENERGY SOURCES OCCUPATIONS: 17.32

Stationary Energy Sources Occupations, Other: 17.3299

CALIFORNIA

First Course in Apprenticeship - Operating Engineers. (Apprenticeship).

These materials are available for use in related instruction courses for apprentices.

Part I. Workbook, 1965, 141 pages, $1.25, 4 units, 19 instructional topics, Offset.

__________. Testbook, 1965, $.50, Offset.

Part II. Workbook, 1966, 117 pages, $1.50, 3 units, 13 instructional topics, Offset.

__________. Testbook, 1966, $.50, Offset.

Heavy Equipment and Its Uses - Operating Engineers. Workbook, 1966, 171 pages, $2.00, 9 units, 16 instructional topics, Offset. (Apprenticeship).

The workbook is designed for use in related instruction courses for apprentices.

__________. Testbook, 1966, $.25, Offset.

Internal Combustion Engines - Operating Engineers. Workbook, 1967, 174 pages, $2.00, 7 units, 16 instructional topics, Offset. (Apprenticeship).

This workbook is available for use in related instruction courses for apprentices.

__________. Testbook, 1967, $.50, Offset.

LOUISIANA

Industrial Engines.

A series of five units, each including related study sheets and job sheets with assignments to be utilized in a high school course of instruction to prepare persons for repair and maintenance work on both gasoline and diesel engines.

Unit I - Bench Work; Unit II - Overhaul, Cleaning, and Inspection; and Unit III - Auxiliary Equipment. Study Guide, 1966, 175 pages, $2.00, Offset. One volume.

Unit IV - Diesel Fuel System; Unit V - Welding. Study Guide, 1966, 131 pages, $2.00, Offset. One volume.

__________. Test Sheets, 1964, 66 pages, $2.00, Offset. For all five units.

__________. Answer Book, 1964, 26 pages, $2.00, Offset. For all five units.

TEXTILE PRODUCTION AND FABRICATION: 17.33

Tailoring: 17.3302

ALABAMA

Garment Altering and Repairing. Study Guide, 1968, 112 pages, $1.75, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1968, 80 pages, $1.00, Mimeo.
__________. Job Tests. 1968, 96 pages, Mimeo.
__________. Test Answers. 1968, 29 pages, Mimeo.

Textile Production and Fabrication, Other: 17.3399

ALABAMA

Textile Technician. Study Guide, 1969, 92 pages, $1.75, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1969, 92 pages, $1.25, Mimeo.

UPHOLSTERING: 17.35

ALABAMA

Furniture Upholstery and Repair. Study Guide, 1966, 105 pages, $1.50, Mimeo. (Cooperative Training).

Contains 87 assignment sheets for student's use in Industrial Cooperative Training.

__________. Answer Book. 1966, 67 pages, $1.25, Mimeo.

MISSOURI

Upholstery. Study Guide, 1967, 86 pages, $1.50, Mimeo. (Cooperative Training).

Contains 17 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1964, 14 pages, $.50, Mimeo.

TEXAS (U.T.)

Furniture Repairman and Upholsterer. Student's Guide, 1970, 48 assignments, $4.50, Offset (Cooperative Training).

The guide designed for student's study contains 11 units dealing with both upholstering and furniture repairing. An answer book is helpful to the coordinator in evaluating student's work.

__________. Answer Book. Teacher's Manual, 1970, $2.50, Offset.

WOODWORKING OCCUPATIONS: 17.36

Millwork and Cabinetmaking: 17.3601

ALABAMA

Carpentry, Cabinet and Mill Work. Study Guide, 1970, 125 pages, $2.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1970, 113 pages, $1.75, Mimeo.

CALIFORNIA

Cabinetmaking and Millwork. (Apprenticeship).

These materials are designed for use in related instruction courses for apprentices.

Part I. Workbook, 1962 (Revised), $2.00, Offset.
__________. Testbook, 1962 (Revised), $2.00, Offset.
__________. Examination, 1962 (Revised), $.35, Offset.

Part II. Workbook, 1964 (Revised), 99 pages, $2.00, 8 units, 34 instructional topics, Offset.
__________. Testbook, 1964 (Revised), $2.00, Offset.
__________. Examination, 1964 (Revised), $.35, Offset.

Part III. Workbook, 1966 (Revised), 117 pages, $2.00, 7 units, 27 instructional topics, Offset.
__________. Testbook, 1966 (Revised), $2.00, Offset.
__________. Examination, 1966 (Revised), $.35, Offset.

MISSOURI
Cabinetmaking. Study Guide, 1965, 164 pages, $1.50, Mimeo. (Cooperative Training).

Contains 22 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1965, 30 pages, $.50, Mimeo.

TEXAS (U.T.)
Cabinetmaking - Study Guide and Unit Tests. Student's Guide, 1969, 8 units, 78 assignments, $4.70, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1969, $1.95, Offset.

Woodworking, Other: 17.3699
ALABAMA
Furniture Refinishing. Study Guide, 1969, 65 pages, $1.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1969, 48 pages, $.75, Mimeo.
__________. Job Test. 1969, 54 tests, $.75, Mimeo.
__________. Job Test Answers. 1969, 7 pages, $.25, Mimeo.

TEXAS (U.T.)
Furniture Finishing - Study Guide and Unit Tests. Student's Guide, 1967, 13 units, 51 assignments, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1967, $1.95, Offset.

TRADE AND INDUSTRIAL OCCUPATIONS, OTHER: 17.99
ALABAMA
Fractions Package. Student's Workbooks, 1967, *, $1.75, Offset.

These lessons or units were designed for use in adult education classes, particularly classes for the educationally disadvantaged. Content consists of a series of nine units developed under the following titles: Introduction (12), Reducing Fractions (6), Finding Lowest Common Denominator (11), Improper Fractions to Mixed Numbers (6), Mixed Numbers to Improper Fractions (6), Addition (8), Subtraction (12), Multiplication (8), and Division (8). An answer sheet is included with each unit and a pre-test and post-test for all units are supplied with the series.

* Numbers in brackets indicate the number of pages in each unit.

How to Read a Rule. Student's Workbook, 1966, 19 pages, $.40, Offset.

Programmed material designed for use of students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to read a mason's rule and introduces the use of fractions. Illustrated. An answer book, a pre-test, and a post-test are included.

Sewing Machine Mechanic. Study Guide, 1970, 122 pages, $2.00, Mimeo. (Cooperative Training).

Contains assignment sheets for use in Industrial Cooperative Training.

__________. Answer Book. 1970, 75 pages, $1.75, Mimeo.

Using Decimals. Student's Workbook, 1966, 14 pages, $.40, Offset.

This is a programmed lesson designed to aid the learner in using decimals with shop work. It is a step-by-step development that contains learning reinforcement as a part of the teaching-learning process.

CALIFORNIA

Introduction to Apprenticeship. Workbook, 1968 (Revised), $2.75, Offset. (Apprenticeship).

The workbook is designed for use in related instruction courses for apprentices.

__________. Testbook, 1968 (Revised), $2.50, Offset.
__________. Examination, 1968 (Revised), $.35, Offset.

INDIANA

Industrial Cooperative Training. Coordinator's Guide, 1968, 110 pages, $1.00, Offset. (Cooperative Training).

This guide has been prepared for use in industrial cooperative training programs conducted in the secondary schools of Indiana. It is designed to assist coordinators in the teaching of "general related" information regardless of the occupation involved. It contains 17 assignment sheets, 12 information sheets, and a bibliography.

MICHIGAN (DVE)

Industrial Arts Programing. Administrative Resource, 1968, 15 pages, Free, Offset.

This publication is designed to be helpful to those planning and developing industrial arts programs to meet the occupational needs of students for the world of work. Many helpful ideas for pre-vocational training are contained in the booklet. The role of industrial arts and its function, together with eight objectives, provide basic information for administrators who wish greater clarity of this area of general education.

MISSOURI

Floristry. Study Guide, 1967, 136 pages, $1.50, Mimeo. (Cooperative Training).

Contains 23 assignment sheets for student's use in Industrial Cooperative Training.

__________. Instructor's Key. 1967, 26 pages, $.50, Mimeo.

See also: AGRICULTURE
Greenhouse Operation and Management: 01.0503

DISTRIBUTIVE EDUCATION
Floristry: 04.05

Jewelry Making and Repair. Student's Guide, 1968, 109 pages, $2.50, Mimeo. (Cooperative Training).

Provides an analysis of jewelry and repair and 17 assignments. Topics covered include such items as tools used, metals used, working with wire and tubes, polishing, engraving, etching, casting, and enameling, to mention but a few. The guide is intended for use in cooperative education training programs.

__________. A Key to Questions. Teacher's Guide, 1968, 17 pages, $1.00, Mimeo.

The answers are arranged to facilitate the process of evaluating student progress and comprehension.

Orientation to Employment. Student's Guide, 1970, 124 pages, $3.00, Offset. (Cooperative Training).

This study guide has been developed to aid the teacher-coordinator of cooperative education who must present general information about employment. The content deals with many topics helpful to young employees in adjusting to the work situation. It contains information about cooperative education, economics, club activity, career opportunities, and much more.

MISSISSIPPI

Planning and Equipping School Shops for Trade and Industrial Education. Administrator's Manual, 1968, 112 pages, $2.50, Offset.

The manual is designed to assist local administrators as they plan facilities and select equipment for vocational training. Section one of the manual covers planning principles and section two deals with selected layouts, with legends and supply lists. An extensive bibliography is also provided in the publication.

NEVADA

Trade and Industrial Education Policy Manual. Policy Manual, 1964, 23 pages, Free, Mimeo.

Divided into eight parts. Under the general headings of: Policies and Procedures; Secondary Preparatory Programs; Part-time Cooperative Classes; Pre-employment Shop Programs; Youth Leadership Organizations; Post-secondary; Adult Programs; Fire Training Programs; Teacher Education; Persons with Special Needs; and Reimbursement for Day and Evening Classes.

NEW JERSEY

Package Line Mechanics. Course Outline, 1968, 133 pages, $2.00, Offset.

This is an outline for a complete program to train package line mechanics. The outline was developed with the cooperation of the Packaging Machinery Manufacturers Institute. There are outlines for both day and evening students.

Safety Practices and Procedures in School Shops. Student's Manual, 1968, 185 pages, $1.50, Offset.

A basic safety text. This book can be used as a classroom group text or as an individual reference. The book presents the material in 42 topics. The topics range from safety squads to individual pieces of safety equipment.

NEW MEXICO

A Handbook for Trade and Industrial Teachers. Teacher's Handbook, 1968, 71 pages, Free, Offset.

This handbook provides the beginning trade and industrial teacher with information and practical procedures, and it identifies resources through which teaching can be made effective and stimulating. Topics covered include such items as the place and purpose of trade and industrial education in the total education process, the place of the vocational teacher on the education team, the teacher's job, getting ready to teach, and many more.

Safety Guide - Industrial Education. Teacher's Guide, 1970, 93 pages, Free, Offset.

The guide was prepared to assist instructors in developing a comprehensive safety program. The material has been arranged so that it can be easily duplicated for shop, classroom and laboratory use. Topics covered include such items as causes of accidents, instructor's liability, control of student activities, fire prevention, safeguarding the laboratory, safety education aides, and many more.

NEW YORK

Related General Information for Cooperative Trade and Industrial Education. Teacher's Guide, 1970, 254 pages, $2.00, Offset. (Cooperative Training).

The material is designed for use by teachers of general related information who are preparing students to take their place in the world of work. It contains eight sections with titles such as orientation, getting a job, job practices and human relations, personnel management and labor relations, consumer economics, and some others.

OHIO

Diversified Cooperative Training. Planning Manual, 1968 (Revised), 20 pages, $.50 plus 25¢ postage and handling, Offset.

A description of the objectives, standards and operating policies of a Cooperative Trade and Industrial Education Program planned to meet the needs of the smaller community and in situations in which insufficient enrollment and employment opportunities exist.

Facilities and Equipment for Trade and Industrial Education Programs. Planning Manual, 1966, 132 pages, $2.65 plus 25¢ postage and handling, Offset.

Provides authoritative information for persons responsible for the initial educational planning of trade and industrial education facilities. Such persons would be members of boards of education, school administrators, and vocational directors and supervisors. Many suggestions concerning the physical layout are included as well as equipment lists and costs for the more common areas of instruction. A bibliography is included.

Factors Contributing to Student Achievement in Trade and Industrial Education. Report of Study, 1966, 121 pages, $1.65 plus 25¢ postage and handling, Offset.

The conclusions and recommendations of this study will be of special interest to individuals responsible for selection of teaching personnel. Traits indicated by an Opinion, Attitude and Interest Survey are reported for teachers in 16 trades. Eleven traits were used in forming a profile for these teachers. These traits are: Achiever Personality, Intellectual Quality, Creative Personality, Social Adjustment, Emotional Adjustment, Masculine Orientation, Business Interest, Humanities Interest, Social Science Interest, Physical Science Interest, and Biological Science Interest.

Instructor's Guide. G-1. Coordination in Diversified Cooperative Training. Teacher's Guide, 1970, 43 pages, $1.50 plus 25¢ postage and handling, Offset. (Cooperative Training).

This guide will help supply the necessary information for the efficient and productive operation of a diversified cooperative training program. Topics covered include the role of the coordinator, public relations, recruitment and selection of trainees, selecting training stations and conducting effective classroom instruction.

Instructor's Guide. G-3. Teacher's Guide, 1970, 24 pages, $1.50 plus 25¢ postage and handling, Offset. (Cooperative Training).

The guide offers suggestions for coordinators of occupational work experience. Its purpose is to more quickly update coordinators who will work with trainees and employers. Pre-school assignments and concepts are covered in the two-part guide for the teacher-coordinator.

Occupational Laboratory for Youth with Special Needs. Administrator's Manual, 1970, 53 pages, $1.50 plus 25¢ postage and handling, Offset.

The manual provides workable answers to such areas of concern as the purpose of trade and industrial education, educational specification for occupational laboratory, suggested lists of equipment and tools, operating budget and the like. This is a manual of suggested guidelines for developing a high school trade and industrial education program.

Occupational Work Experience. Course Outline, 1970, 113 pages, $2.00 plus postage and handling, Offset. (Cooperative Training).

The course outline will assist instructors in developing a functional and effective training program for those students who have been selected for this special kind of education. Two semesters of curriculum offering have been established. There are 12 topics covered in each semester. Areas of concern include such items as how to apply and get a job, how to study, what the employer wants, government and you, personal qualities and many more.

Occupational Work Experience. Student's Guide, 1970, 103 pages, $2.50 plus 25¢ postage and handling, Offset. (Cooperative Training).

The content is designed to save the student money, help him get a job, keep the job he has or help him get a better one. The broad areas of coverage include such items as employment, finance and social problems.

__________. Second Semester. Student's Guide, 1970, 124 pages, $2.50 plus 25¢ postage and handling, Offset.

The second semester content deals with history, income tax, government, workmen's compensation, personality and a great many more contemporary problems about which young people should have firsthand information.

Suggested Guidelines for Developing a High School Trade and Industrial Program.

The guidelines listed have been developed for use by local administrators seeking aid in developing new and additional programs. Each guideline contains information of the following: description of specific trade program, educational specifications, shop layout, equipment lists, operating budget, course length and outline, class size, time schedule, bibliography, and other pertinent information.

Automotive Mechanics. Suggested Guidelines, 1967, 91 pages, $1.50 plus 25¢ postage and handling, Offset.

Automotive Body and Fender Repair. Suggested Guidelines, 1967, 67 pages, $1.50 plus 25¢ postage and handling, Offset.

Carpentry. Suggested Guidelines, 1968, 64 pages, $1.50 plus 25¢ postage and handling, Offset.

Commercial Art. Suggested Guidelines, 1968, 60 pages, $1.50 plus 25¢ postage and handling, Offset.

Cosmetology. Suggested Guidelines, 1967, 90 pages, $1.50 plus 25¢ postage and handling, Offset.

Drafting. Suggested Guidelines, 1967, 66 pages, $1.50 plus 25¢ postage and handling, Offset.

Machine Trades. Suggested Guidelines, 1967, 66 pages, $1.50 plus 25¢ postage and handling, Offset.

Sheet Metal. Suggested Guidelines, 1968, 66 pages, $1.50 plus 25¢ postage and handling, Offset.

Small Appliance Repair. Suggested Guidelines, 1968, 66 pages, $1.50 plus 25¢ postage and handling, Offset.

Welding. Suggested Guidelines, 1968, 68 pages, $1.50 plus 25¢ postage and handling, Offset.

OKLAHOMA

Reference Material for Industrial Cooperative Training Programs. Teacher's Resource, 1969, 35 pages, $.50, Offset. (Cooperative Training).

Contains a list of study guides, reference books, and auxiliary materials suitable for use by students in industrial cooperative training programs. The materials are categorized by occupational areas ranging from, appliance serviceman to welder. Of help as well to teacher-coordinators, is a list of publishers and their addresses.

TENNESSEE

Vocational Related Math for Vocational Improvement Programs. Curriculum Guides, 1969, 3 Volumes, $10.00, Offset.

This mathematics curriculum is designed for individual student use. Each copy contains 3 levels which are assembled separately and entitled: Blast Off, In Orbit, and Touchdown. The teacher's copy is bound and includes the answer key. The other two volumes are loose leaf.

Complete instructions for using this unusual approach to teaching math is included in the package which weighs 5½ pounds.

TEXAS (A&M UNIV.EES)

Unit I - Introduction to Teaching Vocational Industrial Subjects. 1960, 75 pages, $1.75, Offset.

Among the topics are: Factors in Learning and Teaching; Methods or Teaching Tools; Use of Methods in Teaching; Types of Lessons; and Instructor's Lesson Plan.

Unit II - Practice Teaching. 1965, 45 pages, $1.25, Offset.

Covers a review of Unit I, practice teaching assignments, and practice sessions.

Unit III - Course Organization and Planning. 1960, 65 pages, $1.75, Offset.

Topics include: Overview of course-making process; how to make a short unit course of study; objectives and length of course; listing jobs under blocks and units; and list of topics of technical and related information.

Unit IV - Use of Instructional Aids. 1965, 60 pages, $1.50, Offset.

Among the topics covered are the use of posters, wall charts, and other visual aid material; teaching with printed material; use of motion pictures, opaque projectors, and chalkboards.

Unit V - Organization and Management of Vocational Industrial Education. 1965, 34 pages, $1.25, Offset.

Topics covered are: historical background and objectives of vocational education; public and industrial relations; relation of vocational industrial education to the total education program; and professional organizations.

Unit VI - Organizing and Teaching Accident Prevention Subjects. 1962, 64 pages, $1.00, Offset.

Among topics covered are: reasons and incentives for accident prevention; axioms of industrial safety; accident prevention measures; training in safe procedures; and application of remedy-corrective action.

A series of six unit guides for preparing teachers of trade extension, apprentice-related short-unit preparatory, or similar classes for adults. Includes a four-column instruction-plan listing topics, techniques of presentation, aids, and student activity. Also includes information sheets in the form of handouts.

Handbook - Industrial Cooperative Training. Handbook, 1970 (Revised), 143 pages, $3.50, Offset.

A compilation of information and data needed by the teacher-coordinator in discharge of his assigned responsibilities at the secondary school level. The content is divided into 15 chapters and further divided into appropriate sections in each chapter. Chapter headings are: Introduction, The Coordinator, Advisory Committees, Selection of Students, Selection of Occupations, Selection of Training Stations, Placement of Students, Cooperative Training Plans, Classroom Facilities, The Related Subjects Class, Organization of Instructional Material, Coordination, Publicity, and Closing Out the School Year. The appendix contains important contributary information.

Note: For listing of additional cooperative part-time study guides, see agriculture and health occupations.

TEXAS (U.T.)

Floral Designer - Study Guide and Unit Tests. Student's Guide, 1968, 8 units, 46 assignments, $6.05, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1968, $2.40, Offset.

See also: AGRICULTURE
Greenhouse Operation and Management: 01.0503

DISTRIBUTIVE EDUCATION
Floristry: 04.05

Optician - Study Guide and Unit Tests. Student's Guide, 1967, 7 units, 53 assignments, $3.75, Offset. (Cooperation Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1967, $2.50, Offset.

Suggested Plans for Group Discussions, Student's Personal Adjustment to Work. Student's Guide, 1966, Two Volumes, 437 pages, 11 Major Headings, $7.75, Offset. (Cooperative Training).

Television Cameraman - Study Guide and Unit Tests. Student's Guide, 1967, 14 units, 43 assignments, $4.35, Offset. (Cooperative Training).

Included in the guide is a progress chart covering the jobs and related assignments. The answer book is helpful in evaluating work on the assignments and unit tests.

__________. Answer Book. 1967, $1.95, Offset.

TEXAS (U.T.PET)

Basic Instrumentation. Student's Manual, 1965 (Second Edition), 362 pages, $5.00, Offset.

Contains the basic principles of instruments for measuring and controlling processes in refineries and chemical plants. Recommended for beginners in instrument work.

Film Strips.

The following are available at $60.00 each and may be purchased as a set of slides or in film strip form. The purchase price includes narration on either record or tape.

Automatic Drillers
Blowout Preventers
Clutches and Couplings
Controlled Directional Drilling
Diamond Drilling Bits
Downhole Turbine Motor
Drawworks and Compounds
Drilling Instruments I
Drilling Instruments II
Electric Drives
Fishing Tools and Practices
Mudpit Volume Recorders
Mud Pumps
Percussion Drilling Tools
Pneumatic Controls
Positive Displacement Downhole Mud Motor
Prime Movers
Roller Cone Bits
Straight Hole Drilling Practices

Introduction to the Oil Pipeline Industry. Instructor's Manual, 1966, 84 pages, $3.50, Offset.

Reviews early history of pipe lines and contains chapters on personnel, gathering systems, main line stations, maintenance work, and pipe line operations. Includes a glossary of pipe line terminology.

Motion Picture Films

The Winning Team	-- 7 min.,	sound, color,	$ 65.00
Just Naturally Different	-- 10 min.,	sound, color,	$ 95.00
The Flow Line of Understanding	-- 10 min.,	sound, color,	$ 95.00
Vocational Training in the Oil Industry	-- 15 min.,	sound, color,	$145.00
Oil and Gas Well Corrosion	-- 26 min.,	sound, color,	$265.00
Handling and Running Casing	-- 30 min.,	sound, color,	$250.00
Handling Drill Pipe, Drill Collars, and Tool Joints -- Instructor Guide	-- 48 min.,	color,	$480.00
Rotary Drilling Fluids	-- 38 min.,	sound, color,	$380.00
Modern Electric Well Logging	-- 27 min.,	sound, color, animation,	$270.00
Radioactivity Well Logging	-- 21 min.,	sound, color, animation,	$210.00
Treating Crude Oil Emulsions	-- 27 min.,	sound, color, animation,	$270.00
Perforating	-- 22 min.,	sound, color, animation,	$225.00
Acidizing	-- 20 min.,	sound, color,	$200.00
Hydraulic Formation Fracturing	-- 20 min.,	sound, color, animation,	$195.00
Oil Well Cementing			
Part I--Tools and Equipment	-- 20 min.,	sound, color, animation,	$200.00
Part II--Operations	-- 34 min.,	sound, color, animation,	$345.00
Drilling Stem Testing	-- 22 min.,	sound, color, animation,	$220.00
Prevention and Control of Blowouts			
Part I--Causes	-- 20 min.,	sound, color, animation,	$200.00
Part II--Equipment	-- 23 min.,	sound, color, animation,	$230.00

Drilling for Oil	-- 24 min.,	sound, color,	$240.00
Condensation in Gas Pipe Lines	-- 14 min.,	sound, color,	$140.00
Where Gas Transmission Starts	-- 16 min.,	sound, color,	$160.00
An Introduction to Corrosion	-- 20 min.,	sound, color,	$200.00
Soil Corrosion of Pipe Lines			
Part I--Fundamentals	-- 11 min.,	sound, color, animation,	$110.00
Part II--Protective Coating System	-- 15 min.,	sound, color, animation,	$150.00
Part III--Cathodic Protection With Galvanic Anodes	-- 17 min.,	sound, color, animation,	$170.00
Part IV--Cathodic Protection With Impressed Current	-- 23 min.,	sound, color, animation	$230.00

A Primer of Oilwell Drilling. Student's Manual, 1970 (Third Edition), 95 pages, $3.00, Offset.

This elementary manual on oilwell drilling is recommended for the orientation of personnel unacquainted with the drilling industry. Offshore drilling techniques, special rigs, and a glossary of drilling terms are included in this well-illustrated booklet.

A Primer of Oil Well Service and Workover. Instructor's Manual, 1968, 103 pages, $2.50, Offset.

Describes in non-technical language methods used in bringing a well in and in routine service and workovers. Illustrated, 8 chapters, and glossary.

A Primer of Pipe Line Construction. Instructor's Manual, 1966, 69 pages, $2.50, Offset.

Relates the story of the building of the pipe lines in America. Covers construction of trunk, feeder, and distribution lines used in gathering and transporting natural gas, crude oil, and refined products.

Principles of Drilling Fluid Control. Student's Manual, 1969, (Twelfth Edition), 215 pages, $5.00, Offset.

The standard mud tests, both chemical and physical, and the problems of contamination are covered in the manual. A special feature is a discussion of regional mud problems of the main drilling areas of the U.S., Canada and some foreign countries.

NOTE: Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

OCCUPATIONAL RESOURCE MATERIAL

Materials that follow are general in nature, apply to all vocational areas, and are listed under the headings of Administrator's Resource, Student's Resource or Teacher's Resource. The Teacher's Resource material may prove helpful to Supervisors and Administrators as well.

ADMINISTRATOR'S RESOURCE

MICHIGAN (DVE)

A Guide to Establishing Vocational-Technical Advisory Committees. Administrator's Guide, 1968, 7 pages, Free, Offset.

The publication offers assistance to local schools in the formation and use of advisory committees. Excellence in vocational education requires the best efforts of educators, businessmen, industry, labor, and the public. Advisory committees are an essential part of sound Vocational-Technical Education. This booklet provides many helpful guidelines on how to establish and work successfully with advisory groups.

WYOMING

Follow-up Procedure for Post-Secondary Vocational-Technical Graduates. Supervisor's Manual, 1967, 11 pages, Free, Offset.

The booklet offers local administrators a workable follow-up procedure involving minimum outlay in time and money. It provides basic information to complete USOE forms dealing with graduates and dropouts. Single copies available so long as the supply lasts.

STUDENT'S RESOURCE

ALABAMA

Applying for a Job. Student's Workbook, 1966, 21 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to prepare himself to look for a job and how to conduct himself at a job interview. An answer book, a pre-test and a post-test are included.

Good Job Habits. Student's Workbook, 1966, 29 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to be a good employee by doing a good job, being dependable and getting along with his supervisor. An answer book, a pre-test and a post-test are included.

How to Make $50,000. Student's Workbook, 1966, 9 pages, $.35, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about the value to the individual in continuing his education at least to completion of high school. The money value of education is stressed. Illustrated. A series of questions are included.

Introduction to Credit. Student's Workbook, 1966, 25 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about buying on credit or "charging" purchases. Five of the most widely-used credit plans are discussed. An answer book, a pre-test and a post-test are included.

Introduction to Table Manners. Student's Workbook, 1966, 33 pages, $.50, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about table manners and the details concerned with eating a meal with others, making it a pleasant occasion. Illustrated. An answer book, a pre-test and a post-test are included.

Introductions. Student's Workbook, 1966, 14 pages, $.40, Offset.

This is a unit in a course in social skills. It provides information and training in how to introduce oneself to others and how to introduce two or more people to each other.

ILLINOIS

Applying for a Job. Student's Guide, 1969, 12 pages, $.15, Offset.

Many questions confronting students are answered in this leaflet. It deals with such items as taking personal inventory, getting additional training, finding out what jobs are available, writing a letter of application, and being interviewed by a prospective employer.

Capitalism, Socialism, and Communism. Student's Guide, 1964, 12 pages, $.15, Offset.

This leaflet deals frankly with the forms of government. It points out that there are two basic types of government in the world today: (1) popular governments, and (2) dictatorial governments. In any country where the people are really free, there is always open, organized, aggressive opposition to the group or party in power.

NEW JERSEY

When You Go to Work. Student's Manual, 1968, 200 pages, $2.00, Offset.

A very basic book designed primarily for the needle trades, to prepare students with limited vocabulary for the world of work. Each concept is humorously illustrated. There is a vocabulary section at the beginning of each lesson. The six unit headings are: The Factory, A Good Worker, The Job, Shop Mathematics, Clothing for Women and Clothing for Men.

PUERTO RICO

Occupational Orientation Leaflets. (In Spanish)

The leaflets contain information helpful in orienting a student to the nature of the occupation, the preparation required to enter, salary considerations and the opportunities that exist in the field under consideration. Prepared for student's use.

The Actuary. 1969, 5 pages, Free, Printed.

The Oceanographer. 1969, 6 pages, Free, Printed.

The Physician. 1968, 12 pages, Free, Printed.

The Physicist. 1969, 7 pages, Free, Printed.

The Geologist. 1969, 5 pages, Free, Printed.

SOUTH CAROLINA

Locating and Securing a Job. Student's Manual, 1970, 29 pages, $.50, Printed.

The manual was prepared for high school students enrolled in Vocational Education courses. Addressed to the student, the manual takes him through a series of seven steps in securing a job. There are assignments and helpful illustrations which provide opportunity for the application of the ideas set forth in the text material.

TEACHER'S RESOURCE

ALABAMA

Alabama Course of Study - Volume I. Teacher's Guide, 1964, 482 pages, Free, Offset.

A State course of study, covering the work in Grades 7 through 12, in the following fields: English, Social Studies, Health and Physical Education, Mathematics, Science, Foreign Languages, Business Education, Fine Arts, Counseling Services, and Educational Television.

CONNECTICUT

Current World Affairs. Course Outline, 1967 (Revision), 85 pages, Free, Mimeo.

The course outline is designed for use in a 10-grade social studies course. Topics covered include The United Nations, Asia (including the Middle East), Africa, Europe, USSR and Latin America.

English Grammer Outlines - Grades IX to XII. Teacher's Guide, 1967, 53 pages, Free, Mimeo.

The aim of the program is to meet the needs of the students in order to improve their powers of communication and to assist them to become critically perceptive of themselves and others through a reading program geared to their needs and interests. Content includes vocabulary, sentence structure, oral communication, written expression and the like.

Modern Media for Vocational Technical Education. Education Resource, 1967, 43 pages, Free, Mimeo.

The bulletin contains summaries on various educational medias that are being utilized in vocational-technical training programs. It describes such medias as programmed instructions, instructional television, and the like. It also contains conclusions, recommendations and a bibliography.

Outline for Related Science - Grade 10. Teacher's Guide, 1967, 98 pages, Free, Mimeo.

Subject matter for this 10-grade course has been drawn from the physical sciences. In addition to setting forth principles, the outline provides teaching suggestions and trade applications helpful to the vocational teacher.

Outline for Related Science - Grade 11. Teacher's Guide, 1967, 28 pages, Free, Mimeo.

Content includes a skeleton outline of the course, teaching suggestions and aids, trade applications, a lesson plan format and many more helpful ideas useful in teaching the course.

Outline for Related Science - Grade 12. Teacher's Guide, 1966, 11 pages, Mimeo.

Provides an outline covering related science in the areas of materials, processes and testing.

INDIANA

Procedure for Establishing Area Vocational Schools. Guidelines, 1967, $.40, Offset.

Procedures and guidelines outlined constitute the instructions for implementing the establishment of area vocational school districts.

KANSAS

Principles and Philosophy of Vocational Education. Teacher's Manual, 1967, 105 pages, $2.50, Offset.

The content is helpful in understanding the principles of vocational education. Topics covered include the role of vocational education, types of students, vocational instruction, review of the Federal Vocational Acts and similar items.

NEW JERSEY

Student's Manual for Supervised Teaching of Vocational Subjects. Student's Manual, 1970, 63 pages, $2.00, Offset.

A manual prepared specifically for trainees enrolled in the course entitled, "Supervised Teaching of Vocational Subjects". Responsibilities and requirements of teaching vocational subjects are stressed in the publication.

NEW MEXICO

Personal Growth Curriculum for Adult Basic Education. Curriculum Guide, 1970, 157 pages, Free, Offset.

Content is designed to not only provide skill development in mathematics, reading, and writing, but also to develop a new life perspective, and an awareness of family and social responsibilities. It is intended to lift attitudes from defeatism and rejection to those of confidence and leadership.

The guide contains six major divisions including: Introduction, Family Life, Health Education, World of Work, Money Management, and Citizen and Government.

Pre-Vocational Orientation in Vocational Education for Junior High Schools in New Mexico. Instructor's and Counselor's Guide, 1967, 125 pages, Free, Offset.

Designed as a source of occupational information relevant to opportunities in vocational education, which are appropriate for use with junior high school students in New Mexico. It also contains a film list and bibliography.

OKLAHOMA

Career Exploration. Teacher's Guide, 1970, 101 pages, $1.50, Offset.

The guide is designed for use by teachers in planning and implementing a course in the exploration of careers. Content is geared to the 8, 9, or 10-grade levels. A group of creative ideas and recommendations has been brought together in this publication to help the teacher plan a practical course designed to fit the needs of students to meet the challenges of the future. The four units include such topics as: Know Yourself; World of Work; Use of Occupational Information; and, Career Educational Planning.

SOUTH CAROLINA

Low-Cost Teacher Made Overhead Transparencies. Teacher's Manual, 1969, 63 pages, $1.00, Printed.

This printed, well-illustrated booklet contains a thorough discussion of the merits and potential of one material that can be used in the production of overhead transparencies. The material, known as three Mil Trycite, has been selected because it is economical, versatile, very transparent, and can be obtained in a pre-cut size useful in teaching. It can be utilized without expensive equipment of processing materials. The publication provides the, "How to do it" of transparency production in excellent detail.

TENNESSEE

Vocational Related Training for Special Students. Curriculum Guide, 1968, 174 pages, $4.50, Offset.

A guide designed to help the teacher working with the potential high school dropout, slow learner, disadvantaged, culturally deprived, or the nonachiever. It provides the teacher with an ideal opportunity to extend his creativity and to introduce practical education for living. Suggested instructional units include such areas as: getting along with others, the job interview, business and commercial forms, the pay check, community life, and many others.

TEXAS (A&M UNIV. EES)

Information and Format for Designing Objective, Essay, and Performance Type Tests. Teacher's Guide, 1970, 81 pages, $1.75, Offset.

The guide is designed to assist vocational teachers in developing valid, reliable and comprehensive tests. There is much general information about tests and a variety of objective type tests are reviewed. Examples of various tests give the teacher an insight into the types and their development.

WYOMING

Wyoming Mathematics Curriculum Guide - Grades 7-12. Teacher's Manual, 1970, 34 pages, Free, Printed.

Through the program of mathematics the student should become aware of the power and influences of a command of figures in his continuing occupational and personal development. The content can be summarized as an attempt to: (1) emphasize the "why" just as much as the "how", (2) teach mathematics as a structure, (3) allow students to discover relationships for themselves whenever possible, and (4) teach the social utility, or practical applications of mathematics and of arithmetic computation.

INSTRUCTIONS FOR ORDERING
TRADE AND INDUSTRIAL OCCUPATIONS CURRICULUM MATERIALS

Orders for materials should be sent to the address of the appropriate State source. Specific ordering information is indicated where applicable. Prices are subject to change without notice. An asterisk indicates that whether or not items are listed in this publication, a list of instructional materials from that source is available upon request.

ALABAMA

Instructional Materials Unit, Vocational Industrial Education Department, P.O. Box 2847, University, Alabama 35486. Check in amount of order made payable to the University of Alabama must accompany order. Publications are sent postpaid.

CALIFORNIA

For apprentice training materials:

California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814. A separate price list is available upon request for police officer Reference Material and Training Films from Officer of Procurement-Stores, Department of General Services, P.O. Box 20191, Sacramento, California 95820.

For peace officer training materials:

When ordering this material, officers should state their rank and the department with which they are connected. The order should be addressed to Documents and Publications, Office of Procurement-Stores, Department of General Services, P. O. Box 20191, Sacramento, California 95820. Sales tax of 5% must be added to all orders originating in California. Over-the-counter sales are made at the Publications Center, State Office Building No. 9, 744 P Street, Sacramento, at the public counter in the lobby.

Check or money order must be made payable to the State of California. NO ORDERS CAN BE FILLED C.O.D. USE ATTACHED ORDER BLANK.

CONNECTICUT

Curriculum Center, Division of Vocational Education, State Office Building, Room 336, Hartford, Connecticut 06115. Publications are free and sent postpaid. Request must be made on official school system stationery.

IDAHO

Idaho State Board for Vocational Education, 518 Front Street, Boise, Idaho 83702. Check in amount of order made payable to the Idaho State Board for Vocational Education, and must accompany order. Publications sent postpaid.

ILLINOIS

Vocational Agriculture Service, University of Illinois, 434 Mumford Hall, Urbana, Illinois 61801.

Terms of sale for ordering purpose are:

1. Items are sent postpaid at prices listed when payment accompanies the order.
2. Postage charges are added to these prices when we bill.
3. Orders are sent on account without question on school purchase orders or on school stationery signed by responsible school official.
4. Payment should accompany orders from individuals unless prior arrangements have been made.
5. Catalog and special order forms available without charge on request.

INDIANA

Vocational Resource Center, Department of Vocational and Technical Education, Indiana State University, Terre Haute, Indiana 47809. Check or money order in amount of order made payable to the Vocational Resource Center, Indiana State University, and must accompany order. Publications are sent postpaid.

KANSAS

Dr. K. E. Hoffman, The Coordinator of Vocational Education, Division of Business and Business Education, Kansas State Teachers College, Emporia, Kansas 66801.

LOUISIANA

Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Orders accepted for single copies only. Orders must be on official stationery or purchase order form.

MICHIGAN

Mr. Robert Batterbee, Chief, Printing and Mailing Section, Department Services Division, Department of Education, P.O. Box 420, Lansing, Michigan 48902. Single copies are available free.

MISSISSIPPI

Curriculum Coordinating Unit, P.O. Drawer DX, State College, Mississippi 39762. Orders accompanied by payment will be sent postpaid. Billing for all other orders will have postage added.

MISSOURI

Instructional Materials Laboratory, Department of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, Missouri 65201. Catalog available upon request. Billing will accompany shipment of requested materials. Check in amount of order made payable to the University of Missouri, should be mailed to the University Cashier's Office, 123 Jesse Hall, Columbia, Missouri 65201.

NEVADA

State Supervisor, Department of Education, Vocational-Technical and Adult Education Division, Carson City, Nevada 89701. Publications are free.

NEW JERSEY

Curriculum Laboratory, Department of Vocational-Technical Education, Graduate School of Education, Rutgers -- The State University, 10 Seminary Place, New Brunswick, New Jersey 08903. School orders must be made on official school purchase order form. In addition to price of materials, you will be billed for postage and shipping charges.

Individuals may order materials by including a check or postal money order for the amount of the materials plus 10 cents per book postage. Checks made payable to the New Jersey Department of Education, Vocational Education Division.

NEW MEXICO

It is the general practice in this State to send a copy of all new material to each State Supervisor and Head Teacher Educator representing the area of service in which the material was developed. Others may obtain copies of the listed material by addressing the appropriate State Supervisor.

For Supervisors of all Vocational Divisions, address: State Supervisor, Division of Vocational Education, State Department of Education Building, Capitol Complex, Santa Fe, New Mexico 87501.

NEW YORK

The State Education Department, Bureau of Finance, Publications Distribution Unit, Albany, New York 12224. Single copies only sold to educational institutions outside the State. No "on approval" copies will be sent. Prices given are net and include book rate postage.

Orders, with remittance, should be sent to: The Publication Distribution Unit, State Education Department, Albany, New York 12224.

State Education Departments, colleges, or curriculum laboratories having similar materials to exchange should make arrangements with the Bureau of Secondary Curriculum Development, Albany, New York 12224. Copies of New York State curriculum materials are available through the microfiche services of ERIC and 3M IM Press.

NORTH CAROLINA*

Mr. Roger G. Worthington, Program Development Coordinator, Occupational Education Division, 112 West Lane Street, Raleigh, North Carolina 27602. (A catalog is available on request).

OHIO

Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. Ohio schools or other Ohio public agencies should deduct 20 percent from price quoted. On out-of-state quantity orders of 26 to 100 copies of the same manual, a 10 percent discount is granted; on 101 or more copies, a 20 percent discount applies.

Statements will be rendered on receipt of official purchase orders; otherwise, remittance must accompany orders. All checks and money orders must be made payable to the Ohio State University. Postage must be included at the following rates: 1 to 9 copies -- 25 cents; 10 to 25 copies -- 15 cents each; 26 to 105 copies -- 10 cents each. Catalog with order forms is available on request.

OKLAHOMA

The Curriculum and Instructional Materials Center, State Department of Vocational and Technical Education, 1515 West Sixth Street, Stillwater, Oklahoma 74074. Check in amount of order made payable to the Curriculum and Instructional Materials Center, and must accompany order. Publications are postpaid.

OREGON

Division of Community Colleges and Vocational Education, Oregon Board of Education, Public Service Building, Salem, Oregon 97310.

PUERTO RICO

Mrs. Ana L. Reyes de Martinez, Director, Vocational and Technical Education, Research Coordinating Unit, Department of Education, P. O. Box 759, Hato Rey, Puerto Rico 00919.

SOUTH CAROLINA

Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631.

With order of less than $10.00, include payment. Orders that do not include payment should be made by official purchase requisition.

TENNESSEE

Inquiries for specific publications should be made to the Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130.

TEXAS

For vocational (A&M UNIV. EES) instructional materials:

Engineering Extension Service, Texas A&M University, F.E. Drawer K, College Station, Texas 77843. A school purchase order and check or money order must accompany each order, and made payable to Texas A&M University. Catalog available. A 2 percent State sales tax or tax exemption certificate required in addition to prices listed. The usual charge for postage and handling on a single outline is 25¢.

For materials marked - Texas (A&M UNIV. VIS) write:

Vocational Instructional Service, Texas A&M University, F.E. Box 182, College Station, Texas 77843.

For trade and industrial, health occupations, and supervisory training publications (U.T.):

Industrial Materials Development (Industrial Education), Division of Extension, The University of Texas, Austin, Texas 78712. A school purchase order and check or money order must accompany each order and made payable to the University of Texas. Catalog available. A 2 percent State sales tax or tax exemption certificate required in addition to prices listed.

For petroleum industry materials (UT-PET.):

Petroleum Extension Service, Drawer V, University Station, Austin, Texas 78712. Check or money order must accompany each order and made payable to the Petroleum Extension Service. Catalog available. A 2 percent State sales tax or tax exemption certificate required in addition to prices listed.

UTAH

Division of Vocational and Technical Education, 1400 University Club Building, Salt Lake City, Utah 84111. Check in amount of order made payable to the Utah State Board for Vocational Education, and must accompany order.

WEST VIRGINIA

State Supervisor, Department of Vocational Education, Capitol Building, Charleston, West Virginia 25305. Check in amount of order made payable to Vocational Curricula Material Funds.

WYOMING

State Department of Education, Division of Public Information, Capitol Building, Cheyenne, Wyoming 82001.